

Indian Library Association
English Series 3

LIBRARY MANUAL

INDIAN LIBRARY ASSOCIATION

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by
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and
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LECTUS

light India upto the event and before the first year of life completed he had done his work till that date and afterwards finds a parallel work which led up to the end Sita and his disappearance.

We the survivors in India which is yet to be born have been making our freedom really a foldment of the personality India at the vital, mental and present stage of human foldment of personality at depend essentially on mental life. When the intellectual has to be provided for we have library as an appropriate the first generation of the time no time in adapting the social function of universal one and all of the people of that agency truly establish and breadth of our

service and the establishment in the shortest possible of the library profession public at large. They have done of library service upon and upon the successive taken therefor

tion and protected life have and acting vigorously and and duties, it is the Govern-

ment—particularly the wise men constituting the first governments of the Union of India and the constituent States—who should take the initiative. Thanks to the prior preparation of the public in sensing their library rights—a preparation done during the last twenty years by the Madras Library Association without respite—the Government of Madras has given a lead by putting a library act on its statute book. It is hoped that this example of Madras and the appeal made to the Union Government and the Governments of Bombay, Madhya Pradesh, Uttar Pradesh, the United States of Travancore and Cochin, and Kashmir will not go in vain and that these governments too will provide for library service through legislation.

It is therefore, felt that it is time for the library profession to make its own contribution to the efficiency of library service and the success of library movement. It can make its best and full contribution, to the point of enlisting the co-operation of the public at large, only after the full contingent of the profession comes into being. But this is going to take some time. As it is usual with all new services, there is the initial wrong notion among the public, the Local Bodies, the Governments and, alas, even in the university circles which must know better that anybody can enliven a library—particularly even those whose general ability is too far below par to make their living elsewhere.

Those who have a slightly greater awareness damn the cause by faintly conceding that subnormal beings can be rigged up for library service by a short course of instruction for two or three months. Those that see more clearly concede that graduates with fuller training are necessary for library work but fail to agree to provide the status and salary-scale that will attract and retain men of the right calibre in the creative and leading ranks of the library profession.

It will take some years before all these initial blunders would be avoided. But the nation's library

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work cannot wait till then. It must go on. Indeed it is its own going on in spite of these obstacles which will provide the necessary stimulus to the public to enable them to remove the obstacles. It is in this view that we have reconciled ourselves to the idea that during the next few years libraries will have to be worked either by socially minded intelligent men without training and/or by a lower order of men without the gift of initiative but with some sort of a rapid mass-instruction for about three months. This view led to the feeling that a special responsibility attached itself to the handful of men of the library profession, by whom our society had already done well in the matter of status and salary. These are pioneers. They should conduct themselves as such. They should not give themselves away Sugriva-like to private physical enjoyment or allow themselves to drift into a life of indolence gossip and intrigue. Nor should they take advantage of the fact that the public do not know what service to expect of libraries. They should not organise their time and life on the assumption that they have only to live to earn their assured annual increments! On the other hand they should pour themselves into their work. They should practice the most severe form of work-chastity. It is also their bounden duty that the experience which has fallen to their share should be formulated in the form of books for the guidance of the non-professional and quasi-professional men who will be manning most of the public libraries of the land in the next few years. This book is our own little contribution to the discharge of that responsibility by the present-day library profession of India.

It must be made clear that this read-me-down type of manual is justifiable only in the transitory context described above. We trust that it will not lead the authorities to imagine that it can form the permanent basis of library service. We appeal to the Local Bodies, Governments and Universities that they

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ment—particularly the wise men constituting the first governments of the Union of India and the constituent States—who should take the initiative. Thanks to the prior preparation of the public in sensing their library rights—a preparation done during the last twenty years by the Madras Library Association without respite—the *Government of Madras* has given a lead by putting a library act on its statute book. It is hoped that this example of Madras and the appeal made to the Union Government and the Governments of Bombay, Madhya Pradesh, Uttar Pradesh, the United States of Travancore and Cochin and Kashmir will not go in vain and that these governments too will provide for library service through legislation.

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The second group which will consist of the Librarians of the smaller cities and the Heads of Sections in the Central Libraries of the Nation, States, the rural areas and the bigger cities and of Business Libraries may have to be about 8,000 strong. These must be able men. One hundred of them must be produced each year. They must take an intensive post graduate Degree Course of two years and earn the Master's Degree in Library Science. India will need only one Union College of Library Science for this purpose. It is but appropriate that this college be the same as the one which prepares the top-group and is best left to the care of the University of Delhi.

The third group will consist of about 50,000 men who should be trained to work under direction in the various libraries. A one year post-graduate Diploma Course should prove sufficient for them. To produce 1,00 such men each year each of the Universities will have to maintain a College of Library Science the teachers in such colleges being recruited from among those who have taken a Doctorate in the Union College of Library Science in the University of Delhi. The remaining 66,000 men will have to work in very small libraries. They may be men of ordinary ability. In fact it may be necessary for a long time to be satisfied if they are able to do their work with the aid of a manual after being initiated into its use and into a proper library outlook in a rapid three months course conducted in each constituent State.

Our book entitled *School and college libraries* constitute a manual of this nature for these ordinary workers in academic libraries. It is our intention to write a similar manual for workers in business libraries. The present book entitled *Library manual* is mainly turned on the ordinary workers of small general libraries—the so-called public libraries.

The first chapter however is turned also on members of Library Committees, Local Bodies, and

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the public at large. It enunciates the Five Laws of Library Science and derives from them in a rapid manner the outlook which must characterise modern libraries. This chapter reproduces in a short compass the substance of our basic book *Five laws of library science*

The second chapter expands more fully the vital work in a library called "Reference Service". It deals with the ultimate purpose of the library namely helping every reader to get his book and every book its reader in a most personal and pleasurable way with the least waste of time. This is a very brief summary of the first volume of our *Reference service and bibliography*

The third chapter gives greater details as it is devoted to the daily routine of circulating books for study. It reproduces a large portion of chapter III of our *Library administration*

Chapter 5 is devoted to library classification. It the other chapters of the *Library administration*. It gives a brief account of the work connected with book-selection, book-ordering, periodicals section work, accessioning, maintenance work, accounts, and files.

Chapter 5 is devoted to library classification. It gives ready made class numbers for the subjects which are likely to figure in the collections of small public libraries. The class numbers have been constructed in accordance with both the *Colon classification* and the *Decimal classification*.

Chapter 6 is on library catalogue. It shows cataloguing technique by a few concrete examples and also reproduces some of the fundamental rules given in our *Classified catalogue code*

Chapter 7 is on library building and materials for office use.

Chapter 8 is a glossary of library terms with Sanskrit equivalents.

This English edition may be used as the basis for translation or free rendering into the important

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regional languages of India. Thanks to Mahatma Gandhi, it has now been realised how foolish it has been on our part to use a foreign language as the medium for thinking among the classes and for dissemination of knowledge among the masses. The use of foreign language has crippled our languages and they are without a proper terminology for most of the current ideas that have taken shape during the last one hundred years. And Library Science is practically a creation of this period. Mr Murari Lal Nagar and ourselves are now engaged in working out a means by which all the Indian Languages may at least begin with a consistent library terminology. In fact as one of the means, our fundamental books are all being translated in the form of Sanskrit *sutras* fitted with *varikas* in Sanskrit and commentaries in Hindi. This will embody a standard terminology. The glossary in chapter 8 gives the Sanskrit terms adopted provisionally till now. We call them provisional since there can be no finality in the matter and certainly it can not be reached in the first attempt. If the translators could use terms of their own languages which are cognate to these Sanskrit terms, they will be helping the formation of a uniform library terminology for all the libraries of India. Discussion of the glossary of terms either in the pages of the *Abgila* or by correspondence is solicited. In this matter the Canons of Terminology given in V 1 of the *Abgila* may be borne in mind.

Applications for translating this book may be made to the Indian Library Association.

CHAPTER I

Laws of Library Science

To understand the work in a library and to do it properly it is necessary to know and remember the purpose of a library. A library is a social organisation charged with the work of providing inspiration, information and recreation through books. Books themselves are the carriers of thought—thought of the thinkers of the past and the present. It is helpful to compare a book with a human being. It has a soul, a subtle body and a gross body. These are respectively the thought-content, the language and the style, and the paper and the print and the cover. A book is thus embodied thought. It is thought transformed into a portable material—very much like dry cells for electricity. A library is a power-station with a battery of these dry cells. To fulfil itself therefore the library should help the re-transformation of books into thought. Library work is the sum-total of all the work needed to help such a re-transformation.

In the *Five laws of library science* (1931) we have shown the spirit in which this re-transformation should be made. That spirit is embodied in the following Five Laws —

- 1 Books are for use
- 2 Every reader his book
- 3 Every book its reader
- 4 Save the time of the reader
- 5 Library is a growing organism.

Our revered friend the late Mahamahopadhyaya Prof. S. Kuppuswami Sastriar clothed these five laws in Sanskrit verse. Here is its latest version —

अन्यास्यी सदासर्वी पञ्चसूत्रीपरवत्सुः ।

अन्या आभ्यन्तुमेनै च गवैव्य स्वसमाप्नुतु ॥

अध्येतु ममर्ष शोषेत्सक्त्या नित्यमेव च ।

वर्षिपुत्रेण विमूर्ति पञ्चसूत्री सदा वत्सु ॥

11 The First Law

These Laws help us to make certain inferences from them. From the First Law we have to infer that a library should acquire organise and keep books not for ornamental purposes, not as a museum but to be read and understood and acted upon by people. This means that a public library should not waste its money on book-curios and books which are costly on account of their rarity. This responsibility should be left to National and State Central Libraries. Again the appearance of the books should invite people to pick them up. The size, the shape and the style of printing should make a book easy to handle and pleasant to read. This means that a public library should choose its books with care and keep them clean and in good repair. Worn-out and out-of-date books should be discarded without hesitation. Copies of them will be available for occasional or antiquarian use in the National and State Central Libraries.

12 The Second Law

The Second Law indicates what books a library should buy. It shows that the library should inform itself of the interests of its clientele. A Public Library should provide books on the occupations and in the field of interest of the people of the locality. If it is a School Library it should collect books not only bearing on the curriculum of studies, but also on all conceivable arts and crafts, sciences and histories, and biographies and travels, since the curiosity of children knows no bounds. Both in Public and School Libraries there should be not only the above-mentioned informative books but also light literature for recreation without the harmful effects which other forms

of relaxation, like card play produce There should also be profound books which will rouse up and satisfy the urge for inner life and turn the mind towards whatsoever is elevated, enlightening and sublime The Second Law shows also that the subtle body of the books, the language and the style should be sufficiently varied. The library should have books which can be understood by the most learned as well as the least learned, by the mature old men as well as the immature child, and by all else in the intermediate stages. The Second Law has something to say about the physical body too, of the books. It should acquire for the children, for example books in large type and large paper

13 The Third Law

When we turn to the Third Law we find it even more exacting. It declares, as it were, that the destiny of a book is the reader's hand. We can infer much from this Law if we remember that a book is inert. It cannot of its own accord leap into the hands of its readers nor has it a voice audible to them. It depends solely on the librarian either to take it to its readers or to bring its readers to it. Every book, be it remembered, which is obliged to be confined to the shelves of the library for days and days, will cast a curse on the librarian if it is not found a reader. To escape it, the librarian should go out amidst people canvassing for readers. He should bring to the notice of probable readers the arrival of new books and the existence of old neglected books, from time to time. He may do so either by circulating a library bulletin (either in manuscript or typed or printed according to the means of the library) or through the columns of local newspapers or by announcements in public gatherings. He should also bring the service of the library in a general way to the notice of the people by judicious announcements in newspapers, by addressing public meetings, by the distribution of handbills

and by visits to workshops educational institutions, clubs and even individual homes. In other words, he should employ every form of publicity to attract people to the library. He should not rest on his oars until he is satisfied that every person of the locality has become a regular visitor of the library. This means, in effect, that he must be ever alert in his publicity work. Books are artificial entities. People do not take to books easily. It takes years and years to make a community read books adequately. For example in a British town called Croydon its public library has been in existence for more than fifty years. It is being worked very efficiently and the people of Croydon are all literate. And yet that library has succeeded in all its fifty years in enlisting only 60 per cent of the people as its regular visitors. Remember that it is a free library. There is no need even to make a deposit of caution money. There has been no end of publicity activities. And yet forty per cent of the people are still to be brought to the library. This should warn the librarians of India. More than that, it should warn the library authorities of India. Our people are now mostly illiterate. Even those that are literate have little of reading habit. Neither at school nor at office nor at home have they been accustomed to turn to books for information recreation or inspiration. Nor have they had a chance to see other people doing so, as the people of Croydon have had. Moreover the books produced in India to-day are not half as attractive as the books produced in England. Again we do not yet have books on all the arts and crafts, nor books on current thought in sufficient number and variety to pull the people towards our libraries, as the library at Croydon does. All this shows the great handicap which prevents our people from taking to books without persuasion and publicity. Let not our authorities, or our librarians believe that their duty ends by putting up a library building and filling its shelves with books. Let them not blame our people as unmindful of books, if they do not come to the library.

of their own accord. The fault should be traced not to the people, but to the librarians and the Library Authorities. It is their duty to do every thing necessary to get readers for every book, and for this purpose to attract every body to the library by every available means of publicity. It will take years to succeed in this work. Patience, persistence and faith are necessary. In short, the Third Law calls for persistent, pleasant and productive public relation to be maintained.



14 The Fourth Law

If the Third Law enjoins on the library authorities and the librarians the sacred duty of making all the people of the locality visit the library in order to increase the chance for every book to get its readers, the Fourth Law enjoins even a more sacred duty which is to retain the custom of those who come to the library at least once. Their custom can be retained only if each reader will be attended to and given satisfaction by attending to his requirements exactly expeditiously and individually. The time of the reader must be saved if the psychological tempo necessary to make them come again and again to the library is to be preserved. To do this, the Library Authorities should provide an adequate number of reference librarians. A reference librarian should with a cheerful face welcome and receive every visitor to the library. He should, in a friendly and pleasant way help each visitor to enunciate his reading requirements—the exact information he seeks or the knowledge he wants or the particular emotional appeal that can soothe him. He should put him alongside the books and the periodicals which can meet his requirements. He should indeed work with the reader in his hunt for information.

141 REFERENCE LIBRARIAN

✓ To do this effectively the Reference Librarian should have many qualifications. He must have an

urge for social service he must love humanity he must have faith in the ability of books to help humanity he should also have a broad acquaintance with every section of the field of knowledge he must have a fairly intimate knowledge of the collection of his library and he must be thoroughly familiar with the arrangement of the books on the shelves and the intricacies of the library catalogue This makes us see the dependence of the efficiency of reference service on helpful shelf-arrangement of books and a well prepared library catalogue.

142 SUBJECTIVE TIME

The preservation of the psychological tempo of the reader needs not only saving of his time by prompt personal service but also the avoidance of any moment whatever when he would be obliged to wait in idleness or in a state of boredom. In other words, the Fourth Law insists that the saving of the subjective time of the reader is even more important than that of objective time. Let me illustrate. Years ago, one of us was studying the working of the big central library of the City of Glasgow. It was found that the application slip for every book was stamped with a time piece which had its dial and the minute and hour hands in rubber. The time-piece had to be banged with force on every application slip. One can imagine how short-lived the time-piece would have been and how much money that library should have been spending on the purchase and frequent replacing of this special make of time piece. The librarian was asked why they were indulging in this expensive luxury. The following scene which was witnessed some time later demonstrated that it was not a luxury but a necessity to preserve the psychological tempo of the reader by making him see the illusion which his subjective sense of time had produced in him. He asserted that he had "waited for ages" to get his book, he was fretting and fuming; he was swearing that he would not any more come to that library as it was

of their own accord. The fault should be traced not to the people, but to the librarians and the Library Authorities. It is their duty to do every thing necessary to get readers for every book, and for this purpose to attract every body to the library by every available means of publicity. It will take years to succeed in this work. Patience, persistence and faith are necessary. In short, the Third Law calls for persistent, pleasant and productive public relation to be maintained.

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wasting his time. The librarian approached him and asked gently how long he had waited. He said he had waited at least for a quarter of an hour. The book arrived. The reader was asked to note the time of his receiving the book and he was told he had waited only for five minutes. "How do you know?" he asked and said, I know I have waited for more than fifteen minutes. He was shown the rubber stamp of the face of the time piece on his application slip. This convinced him that he was under an illusion caused by waiting in idleness and he promised to continue to be a patron of the library.

143 OBJECTIVE TIME

In modern library practice the illusion about subjective time is eliminated absolutely and the objective time also is saved considerably by two new devices. One device is called "open access". It consists of allowing each reader to walk into the stack room to walk up to the book-shelves, and to handle any book he likes with as little hindrance as he could in the case of his private collection at home. The second device is called "ticket method of issuing books". In this method, the reader need not spend time in writing out an application for the book he desires to borrow or in waiting for the issue clerk to write the name of the book or his name. As the first device is open access, makes the reader busy till he picks out his book, there is no illusion of time being wasted, i. e. there is no waste of subjective time and wastage of objective time is reduced to very near zero by the ticket method of issue. This system is described in Chapter 3.

1431 Safe-guards for Open Access

To give open access it is necessary that safe-guard should be provided in the library building and its fittings. All entrance and exit should be at one and only one point—the point where the issue counter of the library is located. The entrance and the exit should further be through a turn-stile which is controlled by

a pedal, operated by the foot of the staff member inside the counter enclosure. Thus it should not be possible for any person either to enter or to leave the library building except with the knowledge of the counter assistant. He should not allow the reader to pass through the turn-stile without vigilantly watching the reader and detecting any book or any other reading material which the reader might be carrying with him either unconsciously or with a criminal motive. Moreover all other windows, doors and other openings in the library should be protected by weld mesh shutters which will prevent unauthorised passing of books through them. Thus open access means absolute freedom within the library and complete control at the point of entrance and exit. The reference librarians who are on floor-duty in the stack room to help contact between readers and books should also exercise sufficient vigilance to minimise the temptation to malpractice which the freedom in the open-access library may induce in readers. As much as from this vigilance the dissuasion of the readers from malpractice may also result from the cheerful kind and ever available help given by the reference librarian and the consequent development of a sense of ownership and loyalty in readers.

144 CLASSIFIABLE ARRANGEMENT OF BOOKS

To minimise the expenditure of the objective time of the reader in an "open access" library it is necessary that the books should be arranged in a helpful order. The books in a specific subject should be grouped together and the groups in the different specific subjects—and for this purpose the specific subject themselves—should follow one another in a filial order. Such an arrangement of specific subjects, the helpful arrangement of the books in a subject among themselves and the determination of the specific subject itself form an important branch of library science. It is called Library classification. In library classification each book is given a unique ordinal number called

its Call Number. The Call Number consists of two parts the Class Number and the Book Number. For example the Call Number of this book is 22 J1. It is given at the back of its title page. 22 is the Class Number and it means "Work in a public library". J1 is the Book Number and it means "1951" the year of publication of the book. The Class Number is a translation of the name of the specific subject of the book, and the Book Number of some other of its features, into ordinal number. Such an artificial language of ordinal numbers has to be used. It is called a Classification Scheme. We may also call it a Classificatory Language. The following is a list of the well known published schemes of classification.

Name	Year of Invention	Author	Country
Decimal Classification	1876	Melvil Dewey	U.S.A.
Expansive Classification	1891	C. A. Cutter	U.S.A.
Congress Classification	1904	Library of Congress	U.S.A.
Subject Classification	1906	J. D. Brown	England
Colon Classification	1935	S. R. Ranga nathan	India
Bibliographic Classification	1934	H. R. Bliss	U.S.A.

145 COLON CLASSIFICATION

Of these the Colon Classification was invented in India. It is naturally very strong where the other schemes fail viz. in classifying Indology i.e. subjects like Ayurveda, Siddha medicine, Vedic religion, Indian linguistics, Hinduism, Jainism, Buddhism and Indian philosophy, geography, history, economics and law. Moreover it has more elements of universal applicability than any other scheme. It can handle non-Indian culture and books with the same thoroughness with which it handles Indian culture and books. It can also handle future knowledge with as much ease as it can handle past and present knowledge. This is a

feature in which it excels the other schemes. In fact in the words of a British librarian "every new subject brings its own Colon Number in its pocket." The dictionary for translating the names of specific subjects into Colon Number will be given in Chapter 5.

1451 Effect of Classified Arrangement

A well-classified arrangement of books will not only save the time of the reader and satisfy the Fourth Law but will also increase the use of books, i. e. satisfy the First Law if adequate guides are provided—gangway guides showing what books are in the bay or the book rack facing the gangway concerned bay guides announcing what specific subjects will be found in the bay concerned and shelf-guides pointing out the specific subject to which the books in the shelf concerned belong. These guides will give the name of the specific subjects in the natural language current in the library and also mention their translation into the artificial language of ordinal numbers. Further the back of each book will have a tag which gives its Call Number. Such a profusion of helpful guides will be a means of education for a reader who walks alongside the book-shelves in the stack room and will help to increase the use of books. Further as the classification scheme throws together all the books on a specific subject and arranges the specific subjects themselves in a helpful order which respects their filiation to one another the Second Law also will be satisfied i. e. every reader will have a good chance to find his book. For example, a reader who seeks information say on Taxation, will find all the books on Taxation together. To the left will come the books on Public Finance which will have chapters on Taxation. To their left will come the books on Money and Currency. Further to the left will come the general books on economics which too will contain chapters on Taxation. On the way to these shelves, he would have passed through those which contain books on History which he may require for background study. To the right of the books on Taxation will come books on specific taxes.

and then those on Insurance, and the Tariff on individual commodities. Such a display of books will not only help every reader to find his book without loss of time but also increase the chance for every book to find its reader

146 LIBRARY CATALOGUE

As important as library classification is the library catalogue in fulfilling the Laws of Library Science. It can be and ought to be so constructed as to further the use of books, help every reader to find his book, help every book to find its reader and save the time of the reader. A reader may remember a book through the name of its author series, or any collaborator with the author such as editor translator and commentator or through its subject. This means that the catalogue should enter each book under several names—such as those of author series, editor translator commentator and specific subject—in so far as they exist for it. All these names will be in a natural language, the favoured language of the library. Therefore, the entries which begin with such names or headings, as they are called, will have to be arranged alphabetically by their headings. Usually entries of this kind are believed to exhaust a library catalogue. But it is not so in fact. These will form only half of a properly prepared library catalogue. No doubt this half is necessary. But it is not sufficient. It may be called the Alphabetical Part of the catalogue as its entries are arranged alphabetically. The other half will consist of entries which begin with class numbers; i. e. the names of specific subjects expressed as ordinal numbers; i. e. in the artificial classificatory language of ordinal numbers instead of the natural language. Each book will get one such entry to represent its main specific subject and as many other such entries as there are subsidiary specific subjects occurring in it. The former entry is called the Main Entry of the book and the latter are called Cross Reference Entries. They are also called Subject Analyticals. All these entries will be arranged by the call numbers with which they begin.

This is therefore called the Classified Part of the catalogue. This serves a much deeper and subtler purpose than the alphabetical part.

If the reader's quest is for a particular book by a particular author or in a particular series, the alphabetical part is sufficient by itself to satisfy his want. But if it is interest in a subject by itself that takes him to the library his wants will be better served if the catalogue can spread before him a full, connected, panorama of all the materials on his specific subject, all its subdivisions and all broader subjects of which it is itself a subdivision. Moreover few readers are able to name their specific subjects exactly. It is a broader or a narrower subject that is usually thought of or mentioned or looked up in the catalogue. However wide of the mark the subject mentioned by the reader is, the Class Index Entry in the alphabetical part directs him to look-up the entries in the classified part under the class number representing it.

The function of the number is exhausted as soon as the reader enters the region indicated by it. Thereafter the numbers do not occupy his thought or distract him. His mind is fully occupied with the helpful filiationary way in which the names of his books follow one after another. He is delighted. This delight is at bottom due to the satisfaction of unexpressed wants and to getting of something which he did not know how to ask for. This represents a deeper function to be performed by the library catalogue.

It is the duty of the library to meet such unexpressed wants, particularly because an ordinary reader does not know how to give shape to them and state them.

It is only a catalogue with two such parts that can help every reader to find his books without waste of time. A brief account of the method of construction of such a catalogue will be found in Chapter 6.

14. STANDARDISATION

The Fourth Law contains another implication. We have seen so far that in order to save the time of the reader the library staff should find time to attend to each reader individually. This implies not only more staff than is easily seen to be necessary by library authorities but also saving the time of the staff itself in getting through the routine work involved in the administration of the library which, by the bye should never be allowed to accumulate into arrears. To save the time of routine, full advantage must be taken of standardisation and simplification of materials, specifications and procedures. This is briefly indicated in chapter 3. Full details can be found in our *Library administration*. The card system of records and the system of vertical filing may well be claimed as contributions of the library profession to the other professions and trades. These systems were evolved under the pressure of the Fourth Law.

14.5 CENTRALISATION

Centralisation of impersonal processes like classification and cataloguing is another suggestion of the Fourth Law to release more of the staff of a library for the human and personal purpose of Reference Service. It pleads: What is it that is gained by copies of the sell same book being classified and catalogued by a thousand different persons in a thousand different libraries in the land? Will not the same result of classification and cataloguing be achieved with greater uniformity and consistency if each book is classified at the State or the National Central Library or the case may be and its catalogue cards printed with the call numbers by the same central body and supplied to each of the thousand libraries. For every thousand books added to a library in a year such a centralisation will release one member of the library staff and the library can get a better return for his time by turning him on to reference service. In countries with long-established

libraries—in countries where each library had been accustomed to do its own classification and cataloguing before the habit of seeing things from the high view point of national economy in the light of reason uncoloured by sentiment—local prestige prevents the introduction of centralisation of this sort. But India should take advantage of her starting library service virtually from scratch in this late hour when rational planning with the nation as the unit has come into vogue. It should straightway commence with centralised classification and cataloguing. Let not her librarians be confused by the misgivings of countries which have drifted into their present library position which advanced though it be in many respects, has to allow many wasteful practices to continue as they have entrenched themselves behind prestige. Mr Edward J. Carter Head of the Libraries Section of the UNESCO for example endorses my view with these words: I am impressed by your remark that it is too late now for India to develop its library services in a casual and *laissez faire* manner—you must jump several steps and by so doing, it is quite possible that you will jump ahead of countries whose development has been gradual.

15 The Fifth Law

The Fifth Law is different in its nature from the other Laws. It acts often as a corrective to the extremes to which the other Laws may otherwise lead. It does not view as a whole the trinity in a library—the reader, the book and the staff—as the other Laws do. No doubt it is concerned with the growth of each of these severally and of the repercussions of the growth of one upon that of another. Before we examine these we have to recognise at the outset that organic growth can be of two kinds—growth as in the body of a child and growth as in the body of an adult. As the body of a child grows steadily in height and weight so a newly started library grows steadily in the number of its readers, books and staff. Even as there is however an upper limit to the height and weight of the body or

person, an upper unit can be envisaged to the number of readers, books and staff of most libraries—one exception being the National Central Library

151 TODDLER STAGE

In India to-day we have no library yet of the third class which grows for ever in size. Nor have we many libraries of the second class having already reached adulthood. Most of the few libraries which we now have are in the toddler stage and the majority of them are yet to be born. Most of the present generation of library workers will have, therefore, to spend their life time with libraries that grow in the first sense i.e. grow in the number of readers, books and staff. We our selves have spent our life time in this way

152 GROWTH IN NUMBER OF READERS

We may start with saying that the growth of a library has really to stem from growth in the number of readers. This is what the First and the Third Laws indicate. The first charge on the thought and time of the librarians of the present generation in India should be persuasion of the public to use the library. Since 85 per cent of the people are illiterate, offer must be made to read out and expound books to the illiterate and to co-operate with every local organisation engaged in the liquidation of illiteracy. This will be a transitory phase of the work of our libraries for nearly a generation.

But even assuming that literacy is universal, it will take several years for a library to reach the stage of adult growth. This is what experience in the West has shown. Even in cities which have had compulsory education and a well-conducted library system for nearly 75 years, the percentage of the population which has begun to use public libraries has not yet reached 50. Assuming that 50 per cent of a community will always be unfit to use a library on account of age or other handicaps, it can be seen that 40% of those that can use the library are still staying out. This shows that

the librarians of those cities have not yet reached the adult-stage of growth in respect of the number of readers. The situation is much worse with rural library systems. Thus, most of the libraries of to-day are in the phase of child-growth. This has many implications.

✓53 GROWTH IN BUILDING

The number of readers must be expected to go on growing steadily though slowly. The volumes in stock also must, therefore be made to "grow" in a corresponding measure, both in number and in variety of subject matter. The staff too will have to be increased to keep pace with the increase in readers and stock. The expected growth in the three members of the trinity forming a library must be borne in mind in the design of the library building. When we build a house for our children, we don't get its height and area determined by the stature of the infants. We build them as they would require them when they would be grown up and obliged to live with their own family and friends. In designing a library building too the requirements of the adult stage must be borne in mind. The lay-out at least must be made accordingly though it may be programmed to complete the building in instalments at intervals. The overlooking of this implication of the Fifth Law of Library Science has led to much wastage in the past caused by the necessity to abandon a library building which has either no space for horizontal expansion nor has a foundation strong enough to allow vertical growth. Even in cases where these two handicaps do not exist, the shape of the rooms or of the building as a whole is too symmetrical—say circular—to admit of expansion without avoidable increase in the overhead charges of administration. The changes in the notion of the building requirements of the Madras University Library form an illustration. In 1912, a room 50' x 30' was believed to be the maximum requirement. By 1921 treble this space was contemplated. The plan of 1924 provided for six times the

space. In 1928 I insisted on 20 times the space on the ground that the library which then had only 40 000 volumes would grow to 200 000 volumes in 50 years and that the number of daily visitors would increase twenty fold. But for the paralyzing effect of the World War and the temporary withering of the spirit caused by the invasion of intrigue and politics the building, though planned as liberally as I wished, would have by now been out-grown.

154 GROWTH IN STAFF

The effect of the Fifth Law on the staff-requirement of a library in the stage of pre-adult growth is seldom realised. It invariably leads to vexatious situations, if the staff has sufficient enthusiasm to make the library grow. The authorities seldom realise how quickly the sanctioned staff is outnumbered. They complain of frequent applications for increase of staff and turn them down. Even with the best of effort, the inadequate staff is unable to render even half the service which they announce and aspire to render. Publicity brings in more readers than can be served and more books than can be organised. The result is complaint and disappointment from all quarters and ridicule and under writing by a handful of cynics whose voice drown the voice of others. Cowardly and selfish librarians feel frustrated and begin to drift at the risk of the library repelling readers. I have seen this phenomenon recur in library after library in the East and the West alike. Till recently I had taken this to be as providential and inexorable as an earthquake. Of late I am able to see some light and think of some means of averting this form of frustration of the growth of a young library and of the spirit of hard working, enthusiastic, pioneering staff who put service above self interest. The means I recommend is that library authorities should once for all agree to a mathematical formula for the staff of a library in terms of the out turn of work. Once this formula is accepted the alteration in the strength of the staff would become

Then $S = S_m + S_p + S_r$

Where $S_m = \frac{1}{20\,000} \left\{ N_m + 20\,000 \left(\frac{N}{100} \right) \right\}$

$S_p = \frac{1}{3\,000} \left\{ 3N + 60M_d + 6N_p + 2N_{e1} \right. \\ \left. + 2(Nh + 6 \left(\frac{N}{50} \right)) \right\}$

$S_r = \frac{1}{20\,000} \left\{ 10\,000 (S_m + S_p) + \dots \right\}$

1542 Formula 3 : Distribution of Work Among Professional Staff

If N = Number of Circulation Staff
 N_s = Number of Supervisory Staff
 (Librarian and his deputies)
 S_o = Number of Other Technical Staff
 R = Number of Reference Staff

Then $S_o = \frac{N_{st}}{1\,500}$

$S_p = \frac{N_s \times N_m}{1\,500}$

$S_r = \frac{N + 20N_d}{1\,000} = 2N$

$S = \left(\frac{N}{50} \right) \frac{N}{200}$

1543 Formula 3 : Distribution of Work Among Other Technical Staff

If S_o = Number of Book Section Staff
 S_{cl} = Number of Classifying and Cataloguing Staff
 S_p = Number of Periodical Section Staff
 S_s = Number of Shelf Section Staff

Then $S_o = \frac{N}{6\,000}$

$S_{cl} = \frac{N + 40N_d}{3\,000}$

$S_p = \frac{N}{500}$

$S_s = \frac{N}{3\,000}$

135 ADULT STAGE

When a library reaches the stage of adult-growth, growth will consist of replacement of old readers by new ones, worn-out books by fresh ones and retired staff by new ones. In this stage the library would have reached the ceiling for the number of readers, books and staff. Yet, there can be no relaxation in publicity work since newer readers must be secured in the place of the old ones and there will be no less work in book purchase nor in shelf-section work as new books will have always to be procured and the older volumes will have to be weeded out. But there will not be necessity to extend the library building. Libraries of schools, colleges and business houses will soon reach this stage. As already stated, public libraries may take several decades and perhaps more than a century though branch libraries in the divisions of a city and in towns belonging to a rural library system may reach the adult stage of growth much earlier.

136 A WARNING OF THE FIFTH LAW

Failure to realize the force of the Fifth Law of Library Science leads to many faulty steps in library work. Reference has already been made to the mistake which should be avoided in regard to library building. Some library authorities who have had no experience often prevent the library from adopting a published scheme of classification. The library improves its own scheme. It is often designed in a rule-of-thumb manner and is found to break down in a short time. This is a common feature in most libraries today. The classification has thus to be started again. Another equally objectionable policy is adopting a published scheme either partially or in a modified way. This also leads to breakdown. Our library is very small. We do not want any elaborate scheme. A simple numbering will do" is an argument which one often hears. The Fifth Law of Library Science protests against this. I should like to add that a good scheme of classification will give only simple numbers

for the simple books found in a small public library. In fact no book can take a more elaborate number for itself than what its specific subject demands, simply because the scheme of classification in use has provision for elaborate numbers to individualise specific subjects of any degree of intension. In cataloguing, failure to follow a rigid catalogue code leads to making the catalogue a hotch potch. Here again people falsely argue. My library is a simple one. I want only a simple set of cataloguing rules which can be understood by a cataloguer of average ability though without training. Here again, as the library grows, who can say that it will not add to its books which bring cataloguing difficulties? The Fifth Law would insist that wisdom lies in adopting a published scheme of classification and a published catalogue code in full without modification.

16 Over All Test

We may now conclude this study of back-ground for library work in terms of all the Laws of Library Science taken together. These Laws have certain ways of testing if a library respects them. They look at the building, if it is smart, bright and soothing, they are satisfied. They step in and look around, if the seats are comfortable, table space is ample, lighting is pleasant, ventilation is adequate and flooring is sound proof, they know that the necessary silence will be there. They walk into the stack room, if the gangways are broad, the topmost shelves of the book-racks are within reach and if there are guides for every tier, gangway bay and shelf plank, if the lighting is good, if the books are in open shelves, if readers walk alongside them and handle them without any restriction and if they are accompanied and helped by cheerful reference librarians, they are satisfied. They ask about the library hours, if they are told that the library is kept open on all the 365 days of the year and during all waking hours each day, they are satisfied. They feel assured that the masses will pull up in no time and they will ever be in a high state of awareness and enlightenment.

CHAPTER 2

Reference Service

20 Definition

We have seen in the last chapter that the ultimate purpose of a library is to get its books read with profit and pleasure by every member of the community for whom it is intended. Indeed we can go to the length of saying that a library exists only at the moment when the three members of its trinity—the reader the books and the staff—are in purposive contact with one another. The old concept, that a mere collection of books in a library is as wrong as holding that a mere group of readers or a mere squad of staff can constitute a library. In the night, for example, when there are no readers and staff there is only a collection of books and not a library. Even when all the three exist without relation to one another there is no library. On the contrary even a single book in the hands of a librarian being introduced to a reader is a library.

Reference service is the name for the formation of purposive contact between the members of the trinity in a library. A librarian should look upon reference service as his paramount duty. Reference Service establishes contact between the right reader and the right book in a personal way. Every other work in the library is itself fulfilled ultimately only through reference service. To collect books, to organize them and to go through all the endless routine prescribed in the succeeding chapters on library work—book selection book-order periodicals work classification cataloguing accessioning organization and display of book and charging and discharging them—will become fruitless unless proper reference service is done. Let us therefore examine how it should be done.

21 Preparation

211 New Books

Reference service requires patient and arduous preparation with books. Every new book which comes

into the library should be rapidly perused. The perusal will no doubt be guided and made efficient by the class number of the book. While perusing, the reference librarian should be having a split mind as it were. While one part of it is glancing through the pages, the other part should be sweeping the world of readers and locating the readers with whom it should be brought into contact. It is not only the subject-matter but also its standard of exposition, the style of the language and the extent of illustrations and other auxiliaries which would determine the possible readers. It is not the mere title that can determine it. This purposive perusal should be made not only of new books but of new editions of books, new issues of annuals and all the current issues of periodicals arriving in the library from time to time. For example, the 1917 volume of the *Proceedings* of the Aristotlean Society arrived in the library. A glance through the pages revealed an article on Existence Philosophy. This set up associative memory into action. It was recalled that Mr G. had asked for information on this subject some weeks earlier. A note was sent inviting him to the library. But before it could reach him, he was met on the road and personally informed about the article. He walked along immediately to the library with joy and the *Proceedings* blessed the librarian for his so promptly securing a reader for it.

212 OLD BOOKS

Old books, too, will have to be re-perused from time to time. Old books which do not leave the shelves, should be perused to find out what information or what features contained in them could be brought by special effort to the notice of probable readers. Old books may also have to be perused so as to bring them in relation to the new books added from time to time. In this way some books, which could not find a reader till then, can be impregnated with new values by being put in relation to some new arrivals. The *Proceedings* of the Aristotlean Society referred to in section 211 gave a number of references

Some of these were located in the library. These in their turn, led to parts of other books. All these had been lying on the shelves untouched by human hand for many months they were naturally gloom and depressed and had covered themselves with dust. When they were pulled out, cleaned, and put into the hands of Mr G., they burst into joy and thanked the *Proceedings* as their redeemer and the librarian too received his own share of thanks. It must be emphasised that when such a new relation is being established by one part of the mind, the other part should be on the look out for probable readers.

§13 READERS

The preparation of the reference librarian concerns the world of readers as much as the world of books. Potentially the world of readers is co-extensive with the entire community for whom the library is intended. Actually however the artificiality of the books, their incapacity to appeal to any of the primary senses and their inability to reach the intellect directly and unmediated by sensuous pleasure encourage very few members of the community to go to the library of their own accord and use the books. The majority of the people have to be prepared by special devices, coaxed personally and enticed as it were into the library. The special method of preparation may include mass-appeal as well as individual canvassing. Notice in the newspapers, special articles directly or indirectly bearing on books, distribution of folders and handbills, addressing at public meetings, conducting library talks by distinguished persons capable of attracting crowds, publication of library bulletins and every other form of impersonal publicity would constitute mass appeal. Street surveys, visits to institutions, visits to houses, running library booths in all fairs, exhibitions and festivals and utilising every similar occasion for reaching at potential readers would constitute individual canvassing.

22 Service

To bring people into the library in large numbers

by every legitimate form of publicity is only preparation for reference service as already stated. To retain a visitor permanently as a frequent reader the visitor must be received personally with cordiality. Without any loss of time his needs must be elicited from him. Few readers, even among the most learned ones, can state their book needs exactly. It is seldom that the specific subject is mentioned with a distinct enunciation of all its phases and an unequivocal indication of its foci in all their facets. An old man about to retire from the Indian Civil Service asked for information on iron works. The *Memoirs* of the Archaeological Survey of India describing ancient iron works and books on modern steel and iron technology had to be gone into with him to know that he was interested neither in ancient iron-works nor in the modern technique of iron-work. A further conversation and a display before him of the advertisement pages of architectural periodicals brought light on his face. He picked out a particular picture showing a good design of iron railing and he stated that what he had really wanted was a good picture of iron railing to help his wife to instruct the contractor to put up an iron railing in their new house. It is only a sympathetic patient and clever questioning clothed as conversation which can clinch the specific subject sought by a reader. Even then it may happen that a prolonged pursuit, by the method of trial and error is necessary and that the specific subject can be reached only when the right book itself is reached. All this may look fearful but sincerity to help readers determination to succeed and perseverance uncontaminated by indolence or impatience, will provide the reference librarian with the necessary acumen to know what exactly a reader wants and what exact book will satisfy his want.

221 Leading to Self-Service

In most cases reference service would really be leading a person to self-service. In school and college libraries it would be so without exception. Even when the reference librarian has to move with the

reader and be by his side more than three fourths of his way to his specific subject and his book. He must know to withdraw himself at the proper time so that the reader has the joy of self-service. The joy of the reference librarian should be derived not from the consciousness that he himself had practically done everything, but from the sight of the dawn of joy on the face of the reader who has been helped to help himself.

22. REACH ME DOWN SERVICE

In a few cases the reference librarian will be obliged to find out the information all by himself and pass it on to the reader without much participation of the latter. This should not happen in a school or college library. This will often happen in a public library. This will be the normal form of reference service in a business library.

23. READY REFERENCE SERVICE

Reference service may in some cases need only the use of specially prepared reference books or books on current information like directories, almanacs, yearbooks, who's who, atlas, statistical books, encyclopedias, dictionaries and bibliographies. Finding information from such ready reference books or helping readers to find it is called ready reference service. India is now very poor in such books. It is only during the last 200 years that modern ready reference books were invented. But alas, our country has been asleep during this period. But now that she is waking up her children too, wake up with a thirst for information. The ready reference librarians feel like distributors of drinking water in a land of draught. They should not fall into a mood of despair. They should make valiant attempts to build up their own reference cabinet at the stage of assimilation described in section 22. They should accumulate all their experiences of disappointment and bring them to the notice of the public and the pub-

lishers, so that the famine of ready reference books may soon disappear from our Motherland.

224 LONG RANGE REFERENCE SERVICE

By long-range reference service is meant reference service which involves tracing information through a long chain of books, periodicals and other published materials, locating sources of information by prolonged dowsing through varied materials and perhaps even drawing help from other libraries within the locality or within the country and if needs be even from those in other lands, and even from living persons when books fail us.

23 Assimilation

Whatever be the mode of service the source of information and the route of reaching it, everything should be recorded in a standard 5" x 3" slip. In the reference slips, the leading line should give the name of the specific subject in the form of class number. The second line should give it in the language of the library. Then should come the answer or information furnished or located. The last line should give the call number the heading, the title and the exact page to the source of answer or information. There should also be given added-entry slips leading to the class number whatever be the word with which one begins to pursue the specific subject. All these slips should be filed properly from week to week in the reference-cabinet for future use. Moreover a reference librarian who enjoys his work revel in it and identifies himself with it will be thrown into a mood of extensive assimilation, enrichment of experience and re-orientation of his stock of information after every piece of good and challenging reference-work done. The longer the experience the more profound will become the assimilation. The greater the variety of readers served, the greater will be the range of assimilation. Indeed the knowledge of a reference librarian grows from moment to moment and draws its sap not only from books but also from the

brains of the readers served. A reference librarian's job not only enriches his experience but also endears him to one and all. There can be no vocation more happy than that of a reference librarian. If one is a do-all librarian, there is no happier part of his work than that of reference service.

24 Present day India

In India to-day the absence of reference-books will make most of our reference-work belong to the long range variety. But as and when a particular investigation is successfully completed it must be recorded in reference-slips. As the reference-cabinet formed of them grows, much of reference-work will change over into ready-reference variety. This happens even in developed countries. Its happening will be more frequent in un-developed countries.

CHAPTER 3

Circulation Work

Assuming that the reader has been helped by proper reference service to pick out the book he wants, let us next examine the routine involved in allowing him to take it home for reading. The latest, simplest and cheapest method of issue work is the Ticket Method. This method mechanises a good deal of the routine involved in loan work or Circulation Work as it is called.

It saves the time of the reader and the staff. It also eliminates possibility for the violation of some of the rules and makes the detection of violation of some others automatic. Before going into the details of this method of issue it will be an advantage to give a set of model rules governing circulation work as well as other matters connected with the use of a public library.

31 Model Library Rules

1 HOURS OF OPENING

11 The hours, when the library will be open to the public, shall be fixed by the Library Committee, from time to time.

12 The Library Committee has decided as follows for the time being:

The library shall be open to the public on all days from (7 a.m. to 9 p.m.)

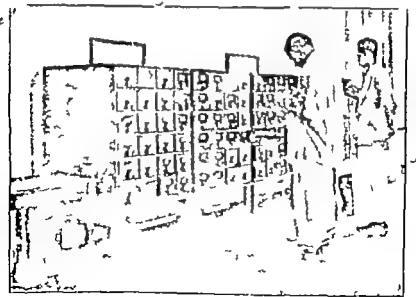
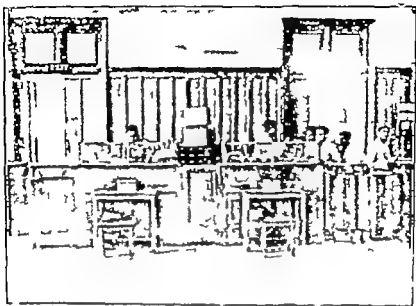
N.B.—The loan counter shall be closed half an hour before the closing of the library.

ADMISSION TO THE LIBRARY

21 No person, who is not of sound mind, nor cleanly in person, nor properly dressed, shall be admitted into the library.

Note—The decision of the librarian, or of his deputy during his absence, in regard to these matters shall be final.





[The rules may provide for admission by special permit in the case of specified classes of persons such as non-tax payers, strangers, etc.]

22 Persons desirous of using the library shall enter their names and addresses legibly in the gate register which is kept for the purpose. Such entry shall be taken as an acknowledgment that the person agrees to conform to the rules of the library

221 Sticks umbrellas, boxes and other receptacles and such other articles as are prohibited by the counter clerk shall be left at the entrance.

222 Dogs and other animals shall not be admitted.

241 Silence shall be strictly observed in the library

242 Spitting and smoking are strictly prohibited

243 Sleeping is strictly prohibited

251 No person shall write upon, damage or make any mark upon any book, manuscript or map belonging to the library

252 No tracing or mechanical reproduction shall be made without express permission from the librarian.

253 Readers shall be responsible for any damage or injury done to the books or other property belonging to the library and shall be required to replace such books or other property damaged or injured or to pay the value thereof. If one book of a set is injured, the whole set shall be replaced

254 Before leaving the library the readers shall return to the counter clerk any books, manuscripts or maps, which they had taken for consultation

26 Cases of incivility or other failure in the service should be reported immediately to the librarian, or his deputy during his absence.

3 LOAN PRIVILEGE

31 Membership

31 Any of the following is entitled to take out books on loan on enrolment as a member of the library —

- 1 Any tax-payer residing or having his place of business within the area of the library
- 2 Any person living within the area of the library and guaranteed by any tax-payer resident within the area of the library
- 3 Any person employed in an institution within the area of the library and guaranteed by the Head of the institution.

311 To get enrolled as a member a person shall fill up and sign a Form of Enrolment, which can be had free of cost at the library counter [and make a cash deposit of Rs]

Note—We do not recommend the portion of the above rule which is shown within square brackets.

32 Reader's Tickets

32 Each member shall be given as many reader's tickets as the number of volumes, he is entitled to have with him on loan at one time

321 The tickets of a reader will be valid for twelve months, and can be renewed by filling up a fresh Form of Enrolment and returning to the librarian all the expired tickets along with it.

322 A book will be lent to a member only in exchange for one of his tickets which will be handed back to the member when he returns the book, unless it is returned after due date in which case the ticket will be handed back only after overdue charge is paid

[33 A weeks notice shall be given before a deposit is withdrawn. No deposit shall be repaid until all the books outstanding against the member and all his member's tickets have been duly returned and all the dues from him are paid.]

Note—This rule will be deleted if the portion of Rule 311 shown in square brackets is deleted.

34 Loss of Tickets

34 A member who has lost a ticket shall make a written report of the same to the librarian.

341 Three months' time shall elapse after the date of such notice, before a duplicate can be issued. During this period, the member shall attempt to trace and recover the ticket if possible and send a second report at the end of the period, stating the result of his endeavours.

342 If the ticket has not been traced, the member shall give an indemnity bond in the prescribed form and pay a fee of annas for each duplicate ticket required.

343 After the receipt of the indemnity bond and the fee, the duplicate ticket will be issued.

(35 If a member who has lost one or more of his tickets, applies for withdrawal of deposit amount, no action will be taken on such application till the expiry of six months after the report of loss of ticket. If the ticket is not recovered by the member before the end of that period, he shall give an indemnity bond in the prescribed form in respect of the lost tickets. After the receipt of the indemnity bond, the application for withdrawal will be dealt with in the usual way.)

Note—This rule will be deleted if the portion of Rule 311 shown in square brackets is deleted.

4 CONDITIONS OF LOAN

41 Each member may have out on loan not more than separate volumes at one time and must make his own arrangements for the conveyance of books to and from the library or any of its delivery stations, except that in the case of invalid or lady members books may be delivered once a week at their residence on payment of an advance quarterly subscription of

42 Before leaving the counter the member shall satisfy himself as to whether the book lent to him is in

sound condition and, if not, he shall immediately bring the matter to the notice of the librarian or his deputy in his absence otherwise he is liable to be held responsible for the replacement of the book by a sound copy

421 If one book of a set is injured or lost the member concerned shall be liable to replace the whole set.

422 The value shall be immediately paid to the library for return after the book or the set is actually replaced.

43 Periodical publications, directories, works which might be difficult to replace and such other works as may be declared reference books by the librarian shall not be lent out.

44 Members are not allowed to sub-lend the books of the library

45 All books on loan shall be returned at the expiration of a fortnight from the date of issue.

451 Books which are temporarily in special demand may be lent for such shorter period as may be necessary or may be temporarily declared reference books under Rule 42.

452 Loans may at any time be terminated by order of the librarian.

46 If a book is not returned to the library when due, an overdue charge of one anna per volume per day shall be levied.

47 Loan may be renewed for a further period of one fortnight provided —

- (i) The renewal application reaches the librarian not less than three and not more than five clear days before the date on which the book is due
- (ii) No other reader has applied for the book in the meantime and
- (iii) Not more than three consecutive renewals shall be allowed for the same book without its production to the library for inspection.

In case condition (ii) is not satisfied the librarian shall

cause a letter to that effect to be posted to the member concerned and the book shall be returnable on the due date.

40 A member against whom any overdue or other charge is outstanding shall not be allowed to borrow books [or withdraw his deposit] until he had paid the amount due.

6 GENERAL

51 The librarian may refuse, under special circumstances, admission into the library to any person or the use of any book without assigning any reason therefor.

52 The Library Committee may refuse, under special circumstances, any application for the privilege of loan of books without assigning any reason therefor.

53 The Library Committee may grant special loans on such conditions as it may prescribe.

54 Any infringement of the rules will render the privilege of admission to and of borrowing books from the library liable to forfeiture.

32 Parts of the Issue Apparatus

The parts of the issue apparatus fall into the following groups —

- 1 Material to be carried by the book
- 2 Material to be carried by the reader and
- 3 Other material needed at the counter

321 MATERIALS CARRIED BY THE BOOK

The part of the issue apparatus normally to be found in the book are the following —

- 1 Date Label and
- 2 Book Ticket.

3211 Date Label

The code number for *Date Label* is O61 It is of octavo size It should be pasted in the book so as to be its first leaf. It should consist of a sheet of 16 pound white printing paper $7\frac{1}{2}" \times 4\frac{1}{2}"$ 13" of its bottom should be turned over This turned portion should be pasted along the edges so as to form a pocket whose mouth is $2\frac{1}{2}"$ wide This is to hold the book ticket when the book is inside the library. A picture of it is shown in the next page The turned flap should be printed and the rest of the label should be ruled as shown in the picture.

3212 Book Ticket

The code number for *Book Ticket* is A62 It is of abnormally small size It should be made of Manila paper in the form of a pocket This is to hold the Reader's Ticket when the book has gone out of the library The back fold should be $9" \times 11\frac{1}{2}"$ The front fold should be $1\frac{1}{2}" \times 1\frac{1}{2}"$ The open portion of the inside of the back fold should have the class number of the book in the first line, its book number in the second line and its accession number in the third line The front fold should have the name of the author or its substitute used as the heading of the book in the first and second lines and its short title in the third line The picture in the next page shows the portion of the Book Ticket which is projecting outside the pocket in the Date Label

3213 Book Pocket

Until now the usual practice has been to have a separate Book Pocket to hold the Book Ticket made of Manila paper of suitable dimensions to contain the Book Ticket The practice has been to paste it inside the front cover of the book at a distance of 1" from the bottom-end and centered between the two side-edges The alternative suggested in Section 3211 is cheaper and neater

322 MATERIALS CARRIED BY THE READER

Each member should be given as many Readers Tickets as the rules of the library allow. The code number for the *Reader's Ticket* is A61. It is of abnormally small size. It should be made of thick Bristol board or its equivalent, say about 1/12" thick. The Reader's Ticket should be capable of being inserted into a book ticket with ease. It should be 2 x 1 1/4". One side should have the crest of the library printed in the centre. The words 'Not transferable' should be printed above the crest and the name of the library below the crest. The other side should be left blank. The number of the ticket will be written in the first line, the surname of the member in the second line and the forenames within brackets in the third line. The address of the member should be written after these. The accompanying picture shows the two sides of Reader's Ticket and a Book Ticket with the Reader's Ticket inserted in it.

It may be explicitly stated here that as a uniquing for definiteness that a member is given three Reader's Tickets at any time the number of library-books in his possession plus the number of free tickets he has, should be equal to three. If he has three books he will have no free tickets. If he has two books he will have one free ticket. If he has one book, he will have two tickets. If he has no book, he will have all the three tickets with him.

The following is a model colour scheme for tickets.—

Children's Tickets	Red
Fiction Tickets	Yellow
Ordinary Tickets	Green

Usually even an ordinary book can be taken on an yellow ticket. But no fiction can be taken on a green ticket. If there are other privileges like loan of periodicals other suitable colours may be used to indicate such privileges.

22
J1
136 241

RANGANATHAN
(S. R.) and
SIVARAMAN
(K. M.)
Library manual

Book Ticket

22
J1
136 241

206058 12 3
YOGESHWAR
(T. R.)

RANGANATHAN
(S. R.) and
SIVARAMAN
(K. M.)
Library manual

Coupled Ticket Pair

Not transferable



DELHI

PUBLIC LIBRARY

Reader's Ticket (Back)

206058 12 3
YOGESHWAR
(T. R.)
C G MAURICE NAGAR
DELHI 9

S. R. R.
6 JUNE 1951

Reader's Ticket (Front)

Interpretation of ticket-number 1-206-Expires in June 1951
D58-Member interest in Aeronautics 12-Twelfth member
admitted in June 1951 3-Third ticket of the member.

323 MATERIALS NEEDED AT THE COUNTER

The counter should be provided with the following materials

- 1 Trays to file Reader's Tickets
- 2 A Rubber Dater and Inking Pad
- 3 About 100 Twin Tokens of the size and shape of Book Tickets and Reader's Tickets made of Manilla paper and numbered 1 to 100 and
- 4 Tokens for the custody of private property like umbrellas sticks boxes and so on

3231 Ticket Trays

About a dozen primary or charging trays are necessary. Their inner dimensions should be $12'' \times 2 \times 1\frac{1}{2}$. Three or more secondary or sorting trays are necessary. These should be triple trays. The inner dimensions of each member of the triple tray should be $18 \times 2'' \times 1\frac{1}{2}$. There should be three (or as many as may be necessary depending on the number of members) Tertiary or Filing or Charges Trays. Each of them should be a 9-ple Tray. The inner dimensions of each member of the 9-ple Tray should be $21 \times 2'' \times 1\frac{1}{2}$. Each of the trays as a whole may be of the inclined sort—the nearer edge resting on a reeper $\frac{1}{4}$ high.

324 COUNTER

The counter should be so improved that there is an island enclosure for the staff. The space round it should be in the form of narrow gangways of not more than 3 feet of width so that queue formation of readers is automatic. The entrance and exit gates should be only 1 $\frac{1}{2}$ feet in width they should be at the very inner end of the island-enclosure. They should be provided with some wicket-gate controlled by the staff within the island-enclosure.


325 CONSCIENCE BOX

Near the entrance wicket-gate there should be a conscience box—a locked box with a mail lit in its lid

as we have in temples to collect offerings—into which the members who have delayed the return of books beyond the due date may drop their overdue charges. After practising the Victorian method of formally collecting the overdue charges with formal receipts and maintenance of separate accounts, libraries have learnt that (1) the game is not worth the candle and (2) a splendid opportunity for the development of civic conscience is thereby being lost. The conscience box method is now adopted even for the collection of bus-fares in America. Our libraries should straightway begin with trust in this manner. Trust will beget trust.

33 Charging and Discharging

331 CHARGING WORK

Members should be trained to present the books to be charged—i.e. taken home on loan in a helpful way. They should present them with the front cover thrown open and one of their reader's ticket placed on it so that the man at the counter can easily read the date-label. Of course they should also be trained to respect the rule  queue. If the book is in a damaged condition, set it aside for binding and tell the reader that it can be taken after repair.

3311 Charging and Vigilance

For each book, rapidly tally the call number and the accession number on the book-card with those on the date-label. If they are right insert the reader's tickets into the book ticket taking care to see if the class number of the book has reasonable correlation with the member number of the reader. If it is satisfactory stamp the due-date in the earliest vacant compartment of the date-label. While doing so release the wicket gate. Allow the reader to pass out. Hand over the book to him and insert the coupled ticket-pair in the charging tray. Any discrepancy in the call numbers and member numbers should be disposed off quickly. If it is too complicated, pass it on to others in the stream of members.

vate property including books sticks umbrellas bags boxes and receptacles of all sorts give him a token in exchange place its twin on his property and see that he writes in the gate register correctly and fully

3823 Discharging

If the reader has a library book to return, he should be trained to present the book in a helpful way. He should present it with the front cover thrown open so that the man at the counter can easily read the date label. He should also be trained to respect the rule of the queue. From the last due date stamped on the date label and the call number of the book written on it, locate its coupled ticket pair. Lift it up, insert the book ticket into the pocket in the date label, provided the accession number in the book ticket is the same as that on the date-label of the book. If it is not you have picked out a wrong coupled ticket pair. You must restore it to its place and begin again. If it is alright, pull out the reader's ticket from the coupled ticket pair and hand it over to the member or his agent asking him to verify whether the ticket is the right one. Release the wicket gate and admit the person inside the library. Insert the book-ticket into the pocket at the bottom of the date label of the book.

38231 Returned Volumes

If the book ticket does not contain a red slip, place the book on the returned books-shelf. If it contains a red slip, it is a bespoken book. Deal with it as provided in Section 333 and its sub-divisions. As and when the returned-books-shelf gets filled up, the books in it should be transferred to the returned books-bays in the stack room.

If the date space in the date label of the returned book has been filled up, paste down a new date-label and enter the call number and accession number of the book at the proper places in it. If the book is in a damaged condition, keep it aside in the damaged book

as we have in temples to collect offerings—into which the members who have delayed the return of books beyond the due date may drop their overdue charges. After practising the Victorian method of formally collecting the overdue charges with formal receipts and maintenance of separate accounts libraries have learnt that (1) the game is not worth the candles and (2) a splendid opportunity for the development of civic conscience is thereby being lost. The conscience-box method is now adopted even for the collection of bus-fares in America. Our libraries should straightway begin with trust in this manner. Trust will beget trust.

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For each book rapidly tally the call number and the accession number on the book-card with those on the date label. If they are alright insert the reader's tickets into the book ticket taking care to see if the class number of the book has a reasonable correlation with the member number of the reader. If it is satisfactory stamp the due-date in the earliest vacant compartment of the date-label. While doing so release the wicket gate. Allow the reader to pass out. Hand over the book to him and insert the coupled ticket-pair in the charging tray. Any discrepancy in the call numbers and member numbers should be disposed off quickly. If it is too complicated, pass it on to others, as the stream of members.

crossing the wicket-gate should not be held up and stagnated by tumbling over one case. Without offence but with extreme vigilance, watch every person crossing the wicket-gate whether taking a loan or not, and make sure that he does not carry away with him unauthorised any book or reading material of the library either forgetfully or wilfully.

3312 Issue of Bespoken Books

When a reader calls for a bespoken book, take back his bespeaking card, satisfy yourself that he is the right person and issue it in the usual way. If there is a red slip with a name other than his in the book ticket see that it is retained while charging.

3313 Sorting

As pick-up work whenever you are free from readers arrange, in their classified order, the coupled ticket-pairs collected in the charging tray, mark the loan-counting sheet for them by putting against the appropriate subject a vertical stroke except that the fifth stroke should be a horizontal one across the preceding four. This facilitates counting in blocks of five. As the statistics are being marked for each book transfer the coupled ticket-pair to the sorting tray and file it by its class number.

3314 Unusual Period of Loan

Care must however be taken in the case of a book loaned for an unusual period. The coupled ticket-pair must be filed, immediately after charging, behind the proper date-guide in the charged tray at the entrance counter after making the statistics.

3315 Daily Statistics

At the end of the day total up the statistics, tally the total number of issues with the number of coupled ticket-pairs standing in the sorting tray, investigate and set right discrepancies if any and transfer the coupled

ticket pairs to behind the correct due-date in the charged tray

3316 Closing Routine

Before closing down, change the date to the due date corresponding to the next working day put up a new counting-sheet for the next day and see that the charging counter is cleared of all accumulated materials and kept in a clean condition to start work on the next day

3317 Cumulation of Statistics

Add up the statistics and post the figures in the Daily Statistics Register At the end of each week, month and year strike the cumulative total.

332 DISCHARGING WORK

Discharging work consists of (1) Renewal of loan, (2) Change of private property of readers, (3) Discharging of loan (4) Recovering overdue books and (5) Other routine The man in the discharge counter is the first person whom the reader meet in the library He should therefore give him a genial welcome answer his queries and makes him feel like walking into the library and accepting its service At every hour the hour should be entered at the end of the last filled up line in the gate-register

3321 Opening Routine

As the first thing in the morning, pick out, from the coupled-ticket pair standing behind the date-guide of the day those that have white slips in them Hand them over to the charging assistant so that he may renew the loans.

3322 Reception

When a reader approaches the entrance wicket-gate receive him in a genial way This does not mean getting into conversation with him Take charge of all his pri

vate property including books, sticks, umbrellas, bags, boxes and receptacles of all sorts give him a token in exchange place its twin on his property and see that he writes in the gate-register correctly and fully

3393 Discharging

If the reader has a library book to return he should be trained to present the book in a helpful way. He should present it with the front cover thrown open so that the man at the counter can easily read the date label. He should also be trained to respect the rule of the queue. From the last due date stamp on the date label and the call number of the book written on it, locate its coupled ticket-pair lift-it up insert the book ticket into the pocket in the date label, provided the accession number in the book ticket is the same as that on the date label of the book. If it is not you have picked out a wrong coupled ticket pair you must restore it to its place and begin again. If it is alright, pull out the reader's ticket from the coupled ticket pair and hand it over to the member or his agent asking him to verify whether the ticket is the right one. Release the wicket gate and admit the person inside the library. Insert the book ticket into the pocket at the bottom of the date label of the book.

33231 Returned Volumes

If the book-ticket does not contain a red slip place the book on the returned-books-shelf. If it contains a red slip, it is a bespoken book. Deal with it as provided in Section 333 and its sub-divisions. As and when the returned-books-shelf gets filled up the books in it should be transferred to the returned-books-bays in the stack room.

If the date space in the date label of the returned book has been filled up paste down a new date-label and enter the call number and accession number of the book at the proper places in it. If the book is in a damaged condition keep it aside in the damaged book

shelf. If it had been bespoken write to the member concerned that it had been set aside for repair.

3524 Overdue Book

If a book returned is overdue, its coupled ticket-pair will be behind an overdue-guide marked in annex. Before handing over the ticket to the reader suggest to him gently to drop the coins into the conscience-box, if he does not do so himself. The old method had been to collect the overdue charges from him and give him along with the ticket a defaced overdue-stamp of the correct value. And even older still was the practice to prepare a receipt in the miscellaneous receipt book, give the original to the reader and retain the duplicate as office copy. If the reader has not brought cash write the amount due from him on a slip of paper. Initial and date it, attach it to his ticket by a pen-clip and file the ticket in the kept tickets-tray alphabetically by the name of the reader. Ask the reader to recover his ticket when he pays his overdue charges.

3525 Rush Hour

In rush hours the process of locating the coupled ticket-pair may hold up readers at the entrance-gate resulting in a long queue and the break-down in their patience and temper. A similar undesirable situation may also be created if any casual mistake had occurred in the arrangement of the coupled ticket-pair in the charged tray and you have to fumble about for the correct ticket. This fumbling in the presence of readers will induce confusion and a sense of inferiority complex which will worsen an aptitude for work. All this is undesirable. It is to obviate all these undesirable contingencies that you are provided with a supply of numbered twin-tokens. The moment you feel that stagnation begins, insert the pocket-member of one of the numbered twin-tokens into the book pocket at the bottom of the date label of the book returned and hand over its plain member to the reader in exchange for the book and request him to take his ticket when he leaves.

the library or if he wants to go back immediately the next time he calls at the library. Don't put such a book on the shelf reserved for books returned. Put all such books on the shelf for Held up books. When you get respite from the marching in of readers take up each of the books in the held up-book-shelf locate its coupled ticket-pair with composure and when it is found insert the proper book ticket in the book pocket, having taken out of it the pocket member of the twin-token. Insert the reader's ticket into that pocket member. Place the book on the returned books-shelf or bespoken books-shelf or damaged books shelf as the case may be. File the coupled ticket token in the held up-tickets-tray in the order of the numbers on the token. When the reader calls for his ticket, collect from him the plain members of the twin-token given to him in exchange for his book, pick out from the held-up-tickets-tray the corresponding coupled ticket token and hand over the ticket to the reader. Couple the numbered tokens and file the coupled token pair in the proper place in its tray.

3326 Trimming the Charged Tray

From time to time close up the coupled ticket pairs in the charged tray so that they all stand erect and fill up each tray tightly. In so doing do not move more than five coupled ticket pairs at a time, as otherwise they may slip out and cause disorder delay and confusion.

3327 Renewal

If a member or his representative asks for renewal of a loan and if it is due on that very day locate the coupled ticket pair. If it has no red slip indicating having been bespoken pass it on to the charging counter for charging. If it has a red slip inform the person that the renewal is not possible.

33271 Deferred Renewal

If the book is due on a later day insert a white slip into the coupled ticket pair. This will remind you to

renew it on its due date. If the book is already over due, suggest that it is so and that the overdue charges should be dropped into the conscience box. If the coupled ticket pair has a red slip inform the member orally or by letter (if he had written for renewal) that the renewal is not possible.

3328 Closing Routine

33281 *Insertion*

As the last item in the day's work, insert at the very end of the charged-tickets, the date guide of the day on which the books charged in the course of that day will fall due. Get the sorting tray from the man at the charging counter and transfer all the tickets to behind that guide.

33282 *Change of Overdue Guides*

Beginning with the highest denomination, replace each overdue guide by the one showing the next higher denomination of money if the next day is a working day. If it happens to be a holiday the replacing overdue guides should be the appropriate ones.

33283 *Count of Overdue*

Enter in the overdue tickets-register the number of coupled ticket pairs standing behind each overdue guide.

33284 *Overdue Notification*

Write out an overdue notice card for each of the coupled ticket pairs standing behind the overdue guide of two annas and nine annas and despatch them.

Send registered notices for each of the coupled ticket pairs standing behind overdue guides of one rupee. In the case of those which lie behind overdue guides of one rupee and seven annas make a personal call on the members and take every other necessary step such as taking the help of the guarantors or others to recover the books.

33285 Putting up Gate Register

Put up the gate-register sheet for the next day

33286 Damaged Books

Transfer the books in the damaged-book-sheet to the binding section.

333 BESPEAKING WORK

Whenever a person desires to bespeak a book give him a bespeaking card. Ask him to enter the call number, author and title of the book and his own address in the proper places and to affix the proper postage stamp in the proper place. In token of your having satisfied yourself that the person has filled up the necessary particulars correctly and affixed the stamp, initial the card at the left hand bottom corner and stamp the date of the day just received it. Then place the card in the temporary bespeaking box. If there is already a card with the same call number put the figure 2 or 3 etc. as the case may be after the date stamp.

3331 Locating

To pick up work take each of the cards out of the bespeaking box. Locate in the charged tray the coupled ticket-pair which has the call number mentioned in the bespeaking card. Prepare a red slip with the name of the bespeaking member and the date of bespeaking adding the serial number thereafter if there is one. Insert this red slip inside the book ticket. If the book ticket is not found in the charged tray but the book is in the bespoken sequence insert the red slip into its book ticket. If the book is not traceable at all search for it and do the needful. Enter near the right hand bottom corner of the bespeaking card the date on which the book is due back in the library. Insert the bespeaking cards in the bespeaking cards box. All the cards in it should stand in the order of the class numbers of the books bespoken. If there be two or more bespeaking cards for one and the same book arrange them among

themselves in the order of the dates on which the bespoken cards were received. If there be two or more bespeaking cards for one and the same book and with one and the same date stamp arrange them among themselves in the order of the digit entered after the date stamp putting in the serial numbers after the due date in each of the cards.

3332 Bespoken Books Shelf

The bespoken books returned to the library are to be now arranged in the Bespoken Books Shelf near the entrance gate in five sequences, viz

1. Zeroth sequence consisting of the books whose bespeaking card have not yet been forwarded
- 1 First sequence consisting of the books whose bespeaking cards were forwarded on the day
- 2 Second sequence consisting of the books whose bespeaking cards were forwarded one day earlier
- 3 Third sequence consisting of the books whose bespeaking card were forwarded two days earlier and
- 4 Fourth sequence consisting of books whose bespeaking card were forwarded three days earlier

The books in each of the sequences are to be kept in the order of their call numbers. The sequences are to be separated by guides. A guide is just a strip of card board 1 inches by 12 inches with the sequence number written prominently at both end.

3333 Notification

Towards the end of the day but in good time to catch the last mail of the day for each of the volumes in the zero sequence pick out the related bespeaking card from the bespeaking card box. If there be two or more bespeaking card of the same volume pick out the one which is the senior-most as determined by the serial number after the due date entered at the left hand bottom corner. Fill the volume with the entry in the bespeaking card and sign and despatch the bespeaking card to the member concerned.

3334 Changing Sequence Cards

As soon as all the bespeaking cards are despatched, release all the books behind the sequence guide numbered 4. Examine if they have been bespoken by others, and if so, transfer them to the zeroth sequence to be newly formed thereafter. If not place them in the temporary replacing table. Then, shift the sequence guides in the appropriate manner i.e., shift guide 4 to the place of guide 3, guide 3 to the place of guide 2, guide 2 to the place of guide 1, guide 1 to the place of guide 0 and place guide 0 so as to cover the books, whose bespeaking cards are to be forwarded on the next day.

334 CHARGING TO BRANCHES

In the case of a City or Rural Central Library which periodically sends out books to Branch Libraries, prepare two book-tickets instead of one for each book. When a book is sent to a branch library transfer one of the book tickets to the charged tray allotted to that branch. The book-tickets in this tray should be arranged by call numbers. The book itself is sent to the branch with the second book ticket inserted in the book pocket at the end of the date label. This book-ticket will be used by the branch for its own charging and discharging work.

It may be desirable to have a transmission register in which the number of books transferred to a branch is entered. The columns may be (1) Date of transmission (2) Number of books transmitted (3) Signature of the person transmitting (4) Signature of the carrier (5) Signature of the person at the Branch Library receiving the volumes (6) The Number of volumes received by him and (7) the Date of Receipt.

A similar transmission register should also be maintained by each Branch Library for returning the books back to the Central Library.

335 CHARGING TO DELIVERY STATIONS

If a library has a Librachine (=Travelling Library) which calls at Delivery Stations regularly the Librachine should be treated as a branch library so far as work at the Central Library goes. In the Librachine itself it may be helpful to have the coupled-ticket-pair arranged in the charging tray first by the names of Delivery Stations. Those belonging to anyone Delivery Station may be further grouped behind the due date. Those behind the due date should as usual, be arranged by call numbers.

Transmission registers on the lines of those for a Branch Library should be maintained for each Librachine.

34 Lost or Damaged Books

Occasionally it happens that a reader loses a volume of the library or damages it. It is obvious that in the former case he should be asked to supply the library with a fresh copy and that in the latter case the treatment to be given will depend upon the extent of damage. The volume may either be repaired locally or if the damage is too serious the reader may be asked to furnish the library with a fresh copy.

341 SPECIAL DEPOSIT

If the decision is to get a fresh copy from the user find out the published price of the book from the accession section or from trade lists, as the case may be. If the book is a rare one it may be necessary to estimate the current price of the book from second hand catalogues. If the decision is to have the book repaired locally get from the binding section the estimated cost of the repairs. In any case make a liberal estimate so as to avoid the contingency of recovering excess amount from the user at a later stage. It is always easier to refund the balance rather than recover the excess.

As soon as the estimated cost is obtained inform the user concerned in person, if he is present in the

library or by letter about the amount and ask him to pay the amount as a special deposit immediately

As soon as the user brings the special deposit, receive the amount and prepare and give him a receipt for the amount. The amount is to be transmitted to the finance section at the end of the day along with the miscellaneous collections.

As soon as the receipting special deposit is over pick out the related coupled ticket pair. Place the book ticket in the lost volumes sequence and return the reader's ticket to the member. If it is a case of damaged volume, it may happen that the user is not a member. In that case, simply transfer the book card to the lost volumes sequence.

342 OVERDUE LEVY

There is the question how long overdue charges should be allowed to accrue in the case of lost or damaged volumes

1. Fine may be made to accrue till the fresh copy arrives
2. The levy of the fine may be stopped with effect from the date on which special deposit is paid by the user and
3. The levy of fine may be stopped with effect from the date on which the notice of loss is given

The adoption of the first alternative is rather too hard in Indian libraries as it often happens that a fresh copy of the book has to be procured from foreign countries. It takes not less than six weeks for the fresh copy to arrive. It is doubtful whether it is desirable to continue to levy fine for such a long time.

A more humane alternative seems to be the adoption of the second one. But there is a curious abuse of this alternative by certain unscrupulous members. In this alternative it is open to a member who wants to retain a book for a long time after the due date to re-

port loss of the book, pay the special deposit and produce the old copy after he no longer requires it, with the story that he has recovered it somehow. Some members succumb to the temptation to do this, especially in the case of books of topical importance and particularly text-books which are of great importance in connection with examinations. I wonder whether this abuse may not be guarded against by providing that on loan the library copy he should pay the fine till the date of return. Of course in this case we have no means of distinguishing genuine loss and recovery from pretended loss and recovery.

The third alternative is not desirable. Because special deposits are not easily forthcoming, unless the fine is made to accrue until the date of payment of special deposit the library has to wait indefinitely long to get the special deposit.

342 REPLACEMENT

In the case of a lost book, either ask the reader to purchase a fresh copy or take his written consent for the library to purchase it on his behalf. As soon as the fresh copy arrives, pick out its book tick, remove it from the lost book sequence, attach the date label, enter the accession number in usual places, and insert the book-tick into the pocket at the bottom of the date label. Advise the reader that the book had been replaced and with his special deposit account. The damaged copy may then be returned to the member concerned with the following endorsement written on it: this page

"This copy has been replaced by a fresh copy by Mr. Hence this copy is given away to Mr. This is no longer property of this library.

Librarian

(Name of the Library)

If the book is not procurable even a second-hand write off the book from the stock of the library and appropriate the special deposit to the library fund.

343 REPAIR

In the case of a damaged book, as soon as the repair has been completed inform the person concerned about it and settle his special deposit account.

35 Members

The work of a library in regard to members will consist of (1) Attracting members to library (2) Admission of members (3) Renewal of membership (4) Lost ticket etc

351 EXTENSION SERVICE

It is one of the basic duties of a public library to make every resident within its area a member of the library. For this purpose it adopts publicity methods such as those referred to in Chapter I. With the same end in view a public library organises also Extension Service of various kinds. It may arrange for public lectures by members of the library staff or scholars in the locality or distinguished visitors to the locality. In connection with a lecture special reading lists may be prepared and distributed to the audience. The book bearing on the lecture may also be exhibited at a vantage point through which the audience will have to pass. The public library may also prepare reading lists and discussion programmes in connection with the radio service in the country. It is also usual to allow the learned bodies in the locality and other citizen-organisations, which may need books to meet in the library premises. When they do meet special reading lists and exhibition may be used as the means for making the people interested in the library service. Another form of extension service is to promote the formation of reading circles and giving them special facilities to meet in the library premises and discuss reading courses and the findings of the members. A public library may also take part in local exhibitions of all kinds. It may also celebrate local, national and international festivals using each occasion to harness the special curiosity and interest of the members so as to make them use the re-

vant books in the library. In the present high level of illiteracy public libraries in India should also organise reading of books to the illiterates. In short the public library should be an intellectual centre of the locality where social education of every sort is helped.

352 ADMISSION

When a person desires to become a member of the library give him two application cards. When he gives them back duly filled, examine carefully if all the items have been filled up, verify the accuracy of the statements and also the signatures contained in them whenever necessary. If there is any discrepancy get it rectified by the applicant. As soon as you are satisfied that every thing is in order send him into the library to acquaint himself with the arrangement and to get initiated into the library set-up and apparatus. Another member of the staff—the reference staff—may be asked to help him in this.

Remember that in the case of a person who is not a tax payer of the locality he should be asked to obtain the guarantor's signature on one of the application cards.

3521 Tickets

When he is thus taken care of otherwise prepare the necessary number of tickets of the proper colour in accordance with the rules. Each member should be given a Member Number. Apart from the serial admission number which will be put in the application cards, the member number also should be in it. It will be a great convenience if the member-number is so constructed that it is a short representation in ordinal numbers of the year and month in which his tickets will expire and should be returned for renewal and the main subject of interest of the reader as determined by his vocation and other factors. The example given in Section 37th will make this clear. Please refer to the picture of Reader's Ticket (front) given in that section. The Member-Num-

ber shown in it is 206D58 12.3. Here

206 = Expires in June 1932

D58 = Aeronautical Engineering (Subject of interest or vocation)

12 = The member is the twelfth of his class

3 = Third ticket of the member

The life of a reader's ticket may be fixed as 1, 2 or 3 years according to local conditions. The tickets should be initialised and dated by the librarian. When the member comes back to the counter hand over the tickets to him.

3522 Filing

Towards the close of the day take the admission cards of all the members admitted in the course of the day and arrange one set alphabetically by the surname of the members and the other set by the Member Number. File the former in the alphabetical register of members. File the latter in the classified register of members.

353 RENEWAL OF MEMBERSHIP

The person at the charging and discharging counter should detect the Reader's tickets which are in or after the month of their expiry. The members concerned should be advised to present all their tickets at one time and get them renewed for a further period. As the tickets are renewed their old application cards may be transferred to their respective new sequences with a note of their dates of transfer and with any alterations that may be necessary in them. It may be a good habit to make a list of the expired admission cards lying in the classified sequence and send the members concerned and get the tickets renewed.

354 LOST TICKETS

The experience with cases of lost tickets in the Madras University Library is of some interest. For some years the following practice was adopted. Whenever a

member notified loss of tickets he was asked to report at the end of three months the result of his endeavour to trace them out. If at the end of that period, he was unable to trace them out duplicate tickets were given without any charge. It was found that this privilege was abused in several ways. After taking the duplicate tickets, the old tickets were also presented. The tickets reported to be lost were sometimes presented by the relatives of the members, the relatives stating that the member gave them the tickets for their use. Some members reported loss of tickets repeatedly almost every year. While the tickets of some members were locked up in the library against fine due from them they used to come months later with the story that the tickets were lost. Due to one cause or other notice of lost ticket came to be received almost every week.

Then it was felt that something should be done to help the formation of a higher sense of responsibility in the matter of library tickets. The practice that is now followed is to charge a fee for the issue of duplicate tickets and to ask the members to execute an indemnity bond. It is now a year since this practice was introduced. Although it is not happy to have this procedure we have had from the experience, there are reasons to believe that this practice is having the desired result.

3311 Observation Slip

When a member notifies loss of a ticket, send him a copy of the rules regarding loss of ticket and the procedure that should be adopted. Then prepare an Observation Slip. This should have the number of the ticket in the first line, the name of the member in the next line and the date of notice of the loss of ticket in the third line. The Observation Slips should be kept in the observation slip box in a classified order.

3312 Detection Work

As a pick up work the person at the discharge counter should examine the charged tickets-tray to find

out if any of the lost tickets lies charged. The man at the charging counter also should have before him a list of the numbers of the lost tickets to facilitate detection in case any of them is presented. When any ticket is presented it must be filed in the kept-tickets-tray with the necessary note explaining the circumstances of detection and the owner should be notified about it. If any malpractice is expected it should be pursued in a proper way.

3543 Duplicate Ticket

At the expiry of three months or whatever period is provided therefor in the rules the member concerned may be asked to make a report about the results of his endeavour to trace the lost ticket. If it is still not found, he may be furnished with a draft form of indemnity and asked to produce the bond on the appropriate stamp paper. If the bond is in correct form he may be asked to pay the duplicate ticket fee prescribed by the rules and then a duplicate ticket may be given to him with the word duplicate written across it.

36 Overdue and Other Collections

The counter is likely to collect money as overdue charges, special deposits and fees for duplicate tickets. Open the convenience box before the accounts section closes and hand over to the Accountant the total sum received on all the three heads mentioned above. The date and the amount should be entered in the Transmission Register and the signature of the Accountant taken on it in token of his having received the amount.

161 OVERDUE STAMPS

In case the convenience box system is not introduced, but the overdue-stamp system is adopted, the counter should take a permanent advance of overdue stamp books worth Rs. _____ or any other amount fixed according to local conditions from the Accountant. Every evening the maximum integral number of rupees contained in the overdue collection of the day should be given to the accountant and overdue stamp books of equal value should be taken.

362 RECEIPT BOOK

If the antiquated receipt book system is still insisted on, the entire collections of the day should be remitted to the accountant each day and the signature of the accountant should be received not only in the transmission register but also on the back of the counter foil of the last receipt covered by the amount. The transmission register also may give the inclusive receipt numbers covering the amount remitted.

37 Forms and Registers

In what follows if the first letter of the code number is A the form is of abnormally small size if the first letter of the code number is C the form is of card size (5 x 3") if the first letter of the code number is Q the form is of the quarto size and if the first letter of the code number is S the form is of the folio size.

A66. Overdue label Overdue stamp should be designed in a form similar to a postage stamp with the coat of arms of the library as the device. The value of each label should be marked as one anna. They should be bound in booklets of Re 1.

C612. Respeaking card Printed 8 point type Bilsal board. White.

One side is reserved for call number author and title. The text of the form is as follows —

(Name of the library)

Date

Call number

Author

Title.

(The other side)

Dear Sir

The book mentioned on the other side is now available in the library. Kindly arrange to take it.

The book will not be issued unless this card is produced.

Librarian

N.B. 1 Write the address on the other side and affix necessary postage stamp.

It is to be used for registering one volume only.

The left half of the other side should have the following words printed —

Call Number

Author

Title

The right half is reserved for address.

CS14. Overdue notice card Printed 8 point type Bristol board White. The text of the form is as follows —

(Name of the library)

Date

Dear Sir

The undermentioned book books due from you on _____ have not yet been returned. Kindly return it them immediately along with the overdue charges.

CS2. Application card Printed 4 point type Bristol board White. The text of the form is as follows on the inside —

(Name of the library)

Date

Admn No

Member Number

Name in block letters (write last name first and the other letters after it in circular brackets)

House address

Business address

Vocation

The second and the later lines may be printed so that the 1st line is at the bottom of the card. There will be a single space between the first and the second lines & will be revised. It is son numbers and member number. It is number of years.

The text on the other side of the card should be as follows —

I request to be admitted as a member of the public library and I agree to abide by its rules. I am a tax payer and I reside in No. _____ Street of Ward No. _____

Date _____

Signature _____

I am a tax-payer and I reside at No. _____ street of Ward No. _____. The person mentioned above is known to me. I recommend that he be admitted as a member of the library

Date _____

Signature _____

C61 *Lost ticket observation slip* : Stencil Ledger paper 10x7. The row headings are to be as follow —

Name of the member

No. of the ticket lost

Date of notice

Date of report of the endeavour to trace the lost ticket

Date of issue of duplicate

Remarks

Q61 *Order given* : Printed 8 point type Ledger paper White 10 x 7 1/2 inch lead binder

The number of rules below the column headings is to be 10 on each side

Row headings near the top are to be as follows —

(Name of the library)

Date

Address

Name

Deposit No

No and nature of tickets

Below are the following column headings are to be printed —

Call no. (1½ inches) Due date (1 inch) Return date (1 inch) Days overdue (1 inch) Overdue charge Rs. at (1 inch) Date of collection (1 inch) Receipt no (1 inch) Remarks (1 inch)

Q56. *Miscellaneous receipt book* Printed. 8 point type. 21 lb. printing paper. White. To be bound in booklets of 50. Each sheet is to consist of a receipt form and its counterfoil. The boundary line between the receipt form and the counterfoil is to be perforated. The text of the receipt form is as follows —

(Name of the library)

Date

For No

Received from the sum of Rs. as
pays as per details given below —

Special deposit

Fee for duplicate ticket

Overdue charge on a book due on (Omit this if overdue stamps are used)

Date

Chief of counter section

Counter clerk

Librarian

S61. *Catalogues* Printed. Display type. 91 lb. printing paper. White. To turn in the longer edge. The number of horizontal lines below the column headings in each side is to be 15 and are to be numbered 1 to 1. The columns are to be parallel to the shorter side.

The column headings are to be

Ser No. (1 inch) Name in block letters (3 inches)
Full address (6 inches) Qualifications (1½ inches) Token
No (½ inch) Remarks (1½ inches)

The text of the form above the column headings is to be as follows—

PLEASE WRITE LEGIBLY (Name of the library)

Enter your name and address in token of your agreeing to abide by the rules of the library

S62 Loan counting sheet The vertical column may show either each hour or longer intervals for the period when the library is open each day and also a sufficient number of columns may be provided for the totals at suitable intervals, say one at 10 A.M., another at suitable intervals, say one at 10 A.M., another at 3 at 3 P.M., another at 6 P.M., another at 9 P.M. and another for the grand total. In addition it may be advisable that columns may be opened to note the actual number of readers in the library at some important moments to be decided according to local conditions. The row headings should be the symbol for the main classes of subjects and such of the sub-classes as are of special interest to the locality. In recording the count of books issued, in a particular subject in a particular hour or time interval the first four strokes may be vertical and the fifth a horizontal one across these four. This will facilitate counting. A portion of the Loan counting sheet is shown below as a sample

	3 p. m.—4 p. m.	
V	11	7
W	11	8

§63 *Consultation counting sheet* This may be similar to the Loan Counting Sheet

§64 *Circulation diary (Daily)* The main heading of the columns are to be the symbols for the main classes of the subjects and such of the sub-classes as are of special interest to the locality. For each subject—heading the sub-headings should be Consultation Loan and Total. There should also be the following additional headings—Grand total with the sub-heading Consultation Loan and Total Total Number of Readers Receipt of Inter-library Loan and Issue of Inter-library Loan. The row headings should be the dates of the month with additional rows interpolated at proper places—for total of the week and cumulative total for the month at the end of dates 7 11 21 28 and the end of the month

§65 *Circulation diary (Monthly)* The monthly Circulation Diary should have column headings similar to the daily circulation diary. Its row headings should be the months with progressive totals—that is to say January February Cumulative total March Cumulative total etc.

§66 *Routine diary* The column headings should be

1 General Correspondence

11 Authorisation letters received 12 Authorisation letters disposed 13 Other letters received 14 Other letters disposed 15 Letters originated 16 Reminders sent

4 Renewal and Respeaking

41 Renewal requests received 42 Renewals done 43 Renewals ejected 44 Respeaking requests received 45 Respeaking cards sent 46 Respeaking cards untreated

C Overdue Cards

61 First reminder sent 62 Second reminder sent 63 Third reminder sent 64 Registered reminder sent

4 Admission

41 Tax-payers 42 Others.

5 Renewal

51 Tax payers 52 Others.

6 Loss of Tickets

61 Tickets lost 62 Lost tickets detected 63 Duplicates found

7 Loss of Books

71 Books lost, 72 Books damaged 73 Special deposit cases, 74 Books replaced

In the case of central libraries which send out books to branch libraries and to delivery stations they should have separate circulation diaries for this work different from those relating to direct issue to readers.

38 Files

The following table gives a scheme for numbering the files of the union section. The meanings of the terms will be found explained in section 198 of Chapter 1.

Name	Class No	Typing characteristic
File	61	Rules
Member	611	Member
Consultant	612	Consultant
Study group	14 (followed by the class number of the subject)	Leader
Ineligible	1	Correspondent
Inquirer	1	Inquirer
Respeaking cards	6231	NO
Interlibrary borrowing	5 (followed by the class number of the subject)	Reading
Lending and borrowing library files	652	Library

681 TRANSFER TO RECORD

All the files of this section are to be transferred to the record sequence one year after it is closed.

682 DESTRUCTION OF RECORD

The files relating to used or permanent bespeaking cards returned by members may be destroyed after one year. All other files may be destroyed after three years.

CHAPTER 4

Work Behind The Screen

A library shares many items of administrative routine with other offices, for example those relating to personnel finance, accounts, correspondence printing, stationery supplies and services, and building and equipment. As a library is usually a dependent institution, the routine about most of these items may have to be in conformity with that of the parent-body. In the case of a public library the Local Body which is the Local Library Authority will prescribe the routine. A systematic account of these items can be found in part 3 of our *Library administration*. We shall confine ourselves here largely to the distinctive library routine which relates to books and periodicals, their selection, purchase inclusion in stock or accessioning, payment preparation for dues, arrangement in the stack room and binding. In regard to these there is some difference between books *qua* books and periodicals. In the case of the latter the finished volume does not come out at once but in succession in the form of fascicules issued at regular—and more often irregular—intervals, and these have to be gathered together as soon as the title page and index arrive, and made into a volume. Further the issues should be made available as and when they come and not allowed to be idle until a volume is completed and bound.

41 Book Selection

The first step in the distinctive part of library administration relates to book-selection. This is conditioned by three factors

- 1 The demand in the light of local interest in different areas of the field of knowledge

reviews in periodicals. The Sunday edition of the *Dailies* in India contain literary pages in which reviews are published. These too can serve a purpose for book selection.

4121 Suggestion Tray

Books of probable interest to the reader are likely to be brought to the notice of the library by the readers themselves. When the suggestion reaches the library a book selection card should be prepared and filed in the suggestion tray in the classified order.

4122 Weeding Out

The printed sources should be systematically filed on shelves. And when a new edition of the source arrives, the old edition should be discarded in the case of ephemeral materials or removed to the bibliographical collection if they are worth retention.

413 ROUTINE

The source for book selection should be scanned systematically as and when they become available and a book selection card should be prepared for each selected item. It should be roughly classified and its standard noted (like elementary, ordinary, advanced and so on) should also be tentatively put in the card. These cards should be filed in classified order in different sequences according to the standard. The accumulated card should be discussed at convenient intervals—say once in a month with the appointed staff with the concerned specialist and the sanction of the Library Committee should be obtained for the finally Sanctioned List.

41 FORMS AND REGISTER

C12 Book Selection Card Printed on Bristol Board white for plain based books green for gift books

S15 Daily diary : Its headings should be the following—

- 11 Letters received
- 121 Letters replied
- 122 Letters filed
- 141 Letters drafted
- 142 Routine letters issued
- 15 Reminders sent
- 21 Indents called for
- 22 Indents received
- 31 Book selection cards checked with selected card tray
- 32 Book selection cards checked with order tray
- 34 Book selection cards checked with bills on hand
- 35 Book selection cards checked with catalogue

S16 Weekly diary This should show the number of book selection cards written. Its headings must be the symbol for the main classes of classification used.

418 INDEX

Name	Amplifying device	Filing characteristic
Source	Subject Device or/ and Language Device	Correspondent
Selection	Subject Device	Do.
Indent	Do	Do.
Allotment	Do	Do.
Outward enquiries	Do	Do.
Inward enquiries	Do.	Do

All these files may be transferred to record one year after it is closed. They may be destroyed after the five year according to convenience

Red for bound volumes of periodicals. The text on one side should be as shown below

Vendor

Cost

	Date	Initia.	
Bela.			Order No
Apprd.			Voucher No.
Order			
Recd.			
Paid.			
Acend.			
Cut			
Clasd.			
Cat.			
Shld.			
Bound.			
WL			

Indian
Foreign

The text on the other side should be as follows —

Ac. No

Doc. No

WL No.

Cl. No.

Auth.

Title

Succ.

Colla.

Eds

Yr.

Pubr

Pub-price

Series etc

Review

Reference

Q12 *Book selection consultation letter form* Stencil 21 lb. Printing paper White The text of the form is as follows.—

Subject. *Book selection*

I have the honour to enclose herewith (number) book selection cards in (subject) for your consideration. Please be good enough to sort them into the three groups "approved" "deferred" and "rejected" The three groups may be separately bundled and sent to me along with a covering letter embodying your recommendation.

The balance available for purchase of books in your subject within the current financial year is Rs. —

Expecting your reply within a week.

S12 *Indent noting form* Stencil 21 lb. Printing paper White.

The text of the form is as follows.—

Outside No.

Dated

File No.

Date of receipt

Subject. Indent for books

Librarian's Note	Office Note
No. of items recommended	
No. of items already available or on order	
No. of items recommended for duplication	
Estimated cost of the items not in library	Rs.
Estimated cost of the duplications recommended	Rs.
Total estimated cost	Rs.
Allotment for books	R.
Amount already appropriated	Rs.
Balance available	Rs.
Remarks	

Library Committee's decision

S15 Daily diary Its headings should be the following—

- 11 Letters received
- 121 Letters replied
- 122 Letters filed
- 141 Letters drafted
- 142 Routine letters issued
- 15 Reminders sent
- 21 Indents called for
- 22 Indents received
- 31 Book selection cards checked with selected card tray
- 32 Book selection cards checked with order tray
- 34 Book selection cards checked with bills on hand
- 35 Book selection cards checked with catalogue

S16 Weekly tally This should show the number of book selection card written. Its headings must be the same as in the main classification used.

415 FILES

Name	Arranging device	Filing characteristic
Source	Subject Device or and Language Device	Correspondent
Select on	Subject Device	Do
Indent	Do	Do
Allotment	Do	Do
Outward enquiries	Do	Do
Inward enquiries	Do	Do

All these files may be transferred to record one year after it is closed. They may be destroyed after three or five years according to convenience.

-1211 Contract

4

It is necessary to stipulate certain conditions of a bibliographical nature in appointing standing vendors. They should be asked to undertake the following responsibilities —

- 1 Every volume should be carefully collated before being sent. If any defect is discovered at this end, they should take back the defective copy and supply a sound copy at their own cost, including the to and fro freight,
- 2 The latest edition of the book is to be supplied, unless there are specific instructions to the contrary
- 3 If the order contains a note that a certain edition of a particular book is already in the library they should find out if the later edition in the market is substantially different from the one in the library. If not, the book should not be supplied but an advice should be sent. In cases of doubt, they should state the case and supply the book only after receiving a confirmatory order
- 4 If the book is a review of another book under a different title, they should advise the library about it and send the supply only after receiving a confirmatory order
- 5 If a book is an off-print from a periodical publication or another book, they should advise the library about it and send the supply only after receiving a confirmatory order
- 6 If a book is really a foreign publication, though listed in the trade lists of their country by the local representatives of the foreign publisher they should advise the library about it and send the supply only after receiving a confirmatory order
- 7 If there is any difference in the name or in the spelling of the name of the author or in the title

they should advise the library about it and ship the supply only after receiving a confirmatory order and

- 8 If any book occurs in more than one order or is covered by any of the standing orders, only one copy should be sent and a second copy should not be sent without getting a confirmatory order

In all these cases, if they send a wrong supply they should take it back at their own cost.

4212 Second-hand Books

In the matter of out-of-print books, it is best to obtain quotations from different second-hand book sellers and decide the vendor in each case on its merits, rather than appoint a single standing vendor. Very often the catalogues of the second-hand booksellers may obviate even the necessity for enquiry. But these catalogues should not be relied upon if the amount is considerable. It may be possible to get better terms by obtaining competitive quotations.

422 ORDERING

It is desirable that order work is distributed evenly throughout the year and an order is sent out regularly once in a week or a month on an appointed day. The routine for each order may be as follows. Arrange the finally sanctioned book selection card alphabetically by the names of author and check carefully to eliminate unintended duplications of all kinds. For this purpose check with (1) the catalogue of the library (2) the standing-order card (3) the outstanding order-cards (4) the bills awaiting payment and (5) the exchange list of the library if any. Separate the cards for the books which can be got as gifts and apply for them. Type the order list for the surviving card in triplicate send one with the order to the vendor leave one for use in advising readers and use the third as office copy. The corresponding book selection cards

now gain the status of order cards. Insert these in their proper alphabetical places in the order tray which contain the outstanding cards.

1221 Standing Order

It is desirable to give standing orders to the following classes of books

- 1 *Series-books* i.e. belonging to a series all of whose volumes the library has decided to buy
- 2 *Multi-volumed books* i.e. books in two or more volumes all the volumes of which are not published simultaneously
- 3 *Instalment books* i.e. books published in successive parts or fascicules which should be accumulated in the library and bound after the title-page arrives
- 4 *Subscription books* i.e. books for which advance payment is to be made either in full or in part before actual publication.

123 RECEIVING THE SUPPLY

When the supply arrives, arrange the books in the order in which they are entered in the bill. Lift the order card of each book from the order tray and insert it on its title page. If there is no order card for a book it has been either already paid for or it was never ordered. When all the books have got their respective order cards carefully collate the books, scrutinize and approve them only if they answer to every detail furnished in the respective order cards. Then put the books in their classification, cataloguing and shelf-registering. Defect may also be detected at this stage. If not defect cutting, stamping, accessioning and payment till those processes are over. Retain the order card with you. They form the control to ensure that all the books come back for accessioning. Various difficulties may crop up in this work. These are enumerated and the means of dealing with them are given in chapter 4 of our *Library administration*.

1231 Supply of Standing Order

The procedure for receiving supplies of standing order and watching their regular supply should be similar to the one described in section 13 Periodical Publications

424 FOLLOW UP WORK

As soon as a book order is sent out, prepare a Book Order Follow up Card and file it in the book-order follow up box behind the week-guide of the due date of supply. The cards behind a week-guide are to be arranged on the basis of the following successive characteristics (1) Vendor (2) Order number and (3) Order Date. The second vacant line should be filled up at the time when the card is prepared. The due date also should be filled up at that time. The other headings should be filled up as and when the supply or request arrives. It may not arrive all at one time.

In every week in which the cumulative total of the number of volumes supplied is less than the number of items ordered shift the book-order follow up cards to the proper place behind the next week-guide. After the supply is completed the card may be destroyed. The columns R1 R2 R3 are for reminders in case the supply is delayed.

427 FORMS AND REGISTERS

C23 *Book-order follow up card* Printed 8 point type Bristol board White

The leading line is to be reserved for the entry of the dates corresponding to each heading given in the second line.

The second line is to have the following headings —

Due date (1 inch) First supply (1 inch) Final supply (1 inch) R 1 ($\frac{1}{2}$ inch) R 2 ($\frac{1}{2}$ inch) R 3 ($\frac{1}{2}$ inch)

The third line is to have the following headings —

Indent Number ($\frac{1}{2}$ inch) Date (1 inch) Order Number ($\frac{1}{2}$ inch) Date (1 inch) Vendor ($1\frac{1}{2}$ inches) Number of items ordered ($1\frac{1}{2}$ inch)

The fourth line is to be left blank for entering the information corresponding to the headings in third line

The fifth line is to have the following column headings —

Supply Number ($\frac{1}{2}$ inch) Date ($\frac{1}{2}$ inch) Number received ($\frac{1}{2}$ inch) O P O S ($\frac{1}{2}$ inch) Procurable elsewhere ($\frac{1}{2}$ inch) Total ($\frac{1}{2}$ inch) Cumulative total ($\frac{1}{2}$ inch) Remarks

Each of the succeeding lines is to be reserved for the different supplies. These lines may be continued on the other side of the card if necessary

These lines may be continued on the other side of the card if necessary

Due date	First supply	Final supply	R ₁	R ₂	R ₃
----------	--------------	--------------	----------------	----------------	----------------

Indent No	Dat	Order No	Date	Vendor	No of items ordered.
-----------	-----	----------	------	--------	----------------------

Supply No.	Date	Number Recd	O P O S	Procurable elsewhere	Total of last three columns	Cumulative total after each supply	Remarks
------------	------	-------------	---------	----------------------	-----------------------------	------------------------------------	---------

C21 Standing order card Manuscript Bristol board White Gray Front side 7 lines. Back side 18 lines

Row headings at the top of the front side.—

First line. Series Heading

Second line S O No. dated Period

Third line Vendor Note.

Column headings for the remaining part of the first side and for the back side—

Serial Vol. no. ($\frac{1}{2}$ inch) Accession no. ($\frac{3}{4}$ inch)
 Voucher no. and date (1 inch) Call Number ($1\frac{1}{4}$ inch)
 Heading ($1\frac{1}{4}$ inch) Price (1 inch)

Q235 *Order form to standing vendors* Stencil
 21 lb. printing paper White The text of the form
 is as follows—

Subject. *Book order*

Please supply the Library under the usual conditions with the books in the enclosed lists, viz.

Order No	Dated	Remarks.
----------	-------	----------

825. *Weekly diary (Routine)* Its headings should be the following—

- | | |
|------|--|
| 11 | Letters received |
| 121 | Letters replied |
| 122 | Letters filed |
| 141 | Letters drafted |
| 14 | Routine letters issued |
| 15 | Reminders sent |
| 21 | Indents received |
| 22 | Indents returned |
| 223 | Book order cards checked with outstanding order tray |
| 227 | Book order cards checked with standing order cards |
| 34 | Book order cards checked with bills on hand |
| 3493 | Book order cards checked with exchange list |
| 35 | Book order cards checked with catalogue |
| 38 | Book order cards checked with shelf |
| 41 | Standing orders issued for series book |
| 42 | Standing orders issued for multivolumed books |
| 43 | Standing orders issued for instalment books |
| 44 | Standing orders issued for subscription books |
| 5 | No. of order card filed |

- 7 No. of ordinary books received from vendor
 71 No. of series books received from vendor
 72 No. of multivolumed books received from vendor 0064
 73 No. of fascicules of instalment books received from vendor
 74 No. of subscription books received from vendor
 754 No. of volumes and cards transmitted to the accession section

320. *Weekly Diary (Subject)* Its headings must consist of the symbols for the main divisions of the book classification used or some suitable modification of them

428 FILES

Name	Class Number	Filing Characteristic
Standing vendors	31 (Subject Device)	Vendor
Standing vendors (Second hand books)	218 do	do
Enquiries and quotations	22 do	Heading
Ordinary books ordering	23 do	Vendor and date of order
Ordinary books order doubt clearing	234 do	Heading
Serious ordering	241 do	Series Heading
Multivolumed books ordering	242 do	Heading
Instalment books ordering	243 do	do
Prepublication ordering	244 do	do
Gift books	26	Donor
Outward enquiries	291	Correspondent
Inward enquiries	292	do

The files may be transferred to records one year after final disposal and destroyed five years thereafter

43 Periodical Publications

Periodicals are prone to develop idiosyncrasies of several kinds. Of these irregularity in publication and supply is the one which affects the administrative routine most. If the non-receipt of a particular issue is not brought to the notice of the publisher promptly there is a great probability of the library never getting it. Hence the greatest amount of vigilance and promptness is necessary in dealing with periodical publications and it must be achieved without undue dependence on mere memory. It is best done by means of a simple card system. A card 3 x 3 will last for 6 years for weeklies and for twentyfive years for monthlies if they are ruled on both sides. It may not be worthwhile to bind and preserve all the periodicals. What must be preserved should be decided by the authorities.

431 RENEWAL ORDER

It is desirable not to change the list of current periodicals violently from year to year. A periodical which it has been decided to have bound and preserved should not be light heartedly discontinued in one year and renewed in another year. Thus most of the periodical should be given a standing order. It is unbusinesslike to good business to send a renewal order once in a year on an appointed day and call for bills for subscription. For subscriptions of most periodicals are payable in advance. This is enforced by the publishers since they cannot otherwise decide how many copies they should print. Foreign periodicals will therefore have to be renewed even in October so that payment may reach the other side before the year begins. For convenience of routine it is better to renew Indian periodicals also in October.

432 VIGILANCE

If the number of periodicals taken is small vigilance can be effected by a single-card system. The

can all be examined easily every week or every month. This work will be particularly easy if we have a visible index tray of which details can be had from any stationery dealer. Roneo Company and others have such trays on sale. If the number of periodicals taken exceeds 50 it is desirable to control vigilance by a two-card system. The card used in the single-card system will then become the register-card. Its use is described in section 433. It will of course be kept in alphabetical order. The second card will be called the check-card. Its use is described in section 431.

433 REGISTERING

As soon as the mail arrives each day after satisfying yourself that each packet is addressed to the library open the wrapper of each and insert it inside the periodical. Arrange the periodicals alphabetically by the title. The rest of the work is to be done for each periodical successively. Collate it, and see if any abnormalities need attention. Note them at the top of the back of the front cover. Put all such cases aside in deferred tray. If it is normal pull out its register card. If it is not a duplicate copy make the necessary entry in the register-card. Taking the class number from the register-card write it near the right hand top corner of the front cover of the periodical. If the issue is *not* the one immediately after the one last registered the entry should not be made in the next vacant horizontal line but in the line that would be appropriate to it. Write a reminder card for the earlier issue not received and put it in the week current box for dispatch. If it is a gift periodical and if an acknowledgement is due write out the acknowledgement and put it in the week current box. If the title-page contents and index are due but have not come write a reminder card for them also and put it into the week current box. Stamp on the covers and on all the plates and on the first and last pages of the periodicals registered and enter the date of receipt on the cover.

434 VIGILANCE

As soon as a periodical is registered, pick out its check-card. It should be found among the cards lying behind the current week's guide. Transfer it to be behind the guide-card of the week in which the next issue is due. For example if we are now in the first week of March the current week's guide-card will be 31. If the periodical is a weekly the check-card should be transferred to behind the guide-card 32. If the periodical is a monthly the check-card should be transferred to behind the guide-card 41. If the periodical is a quarterly the guide-card should be transferred to behind the guide-card 61 and so on. If the check-card is not found behind the guide-card 31 look up the register-card for the date on which the preceding issue was registered. Add the period of the periodical to that week. The result will show the guide-card behind which the check-card could be found.

434 Notifying

On the last day of the week for each of the check-card still lying behind the guide-card of the week write out a reminder card. Fill up in each check-card the details about the reminder then transfer all the check-cards to behind the next week's guide-card.

435 DISPLAY

If any sheet in any of the periodical registered is loose fix it up. The laws of library science require that all the periodical should be promptly registered and displayed for the use of the public. It adds to cleanliness and strength without making away the distinctive look of each periodical if it is encased in a plastic cover which is now available in all suitable stores Messrs. Libraco Company of England and Messrs. Library Service of the United States. Arrange the periodical in the classified order. Take them to the display-table. In the case of each take out the

preceding number lying on it and insert the current one. All the older numbers collected in this way should be distributed in the loose-numbers-shelf in the periodical reading room itself so that they may be readily available for consultation.

436 Rounding Off

4361 Cumulation

As soon as the title page and index are received for a volume of a periodical register it collect together all the issues covered by the title page and index collate them and bundle them up. At the end of the week transmit all the cumulated volumes for accessioning and cataloguing.

4362 Faulty Cases

All faulty cases due to wrong delivery defect found in cumulation duplication and all other cases should be attended to each week.

4363 Payment of Subscription

Every week collect the bills received for payment of periodicals. For each bill examine the register card. See if the subscription has not been paid already. See also if the claim is for the correct amount. Certify in the bill that the amount may be paid. It will be good to have a rubber stamp for it with the headings (1) Volume last paid (2) Date of last payment (3) Amount of last payment (4) Volume for which claim (5) Amount claimed and (6) Explanation of discrepancy if any. As soon as payment is sanctioned note on the register-card the voucher number and its date.

4364 Accessioning

As soon as a cumulated volume is accessioned note the accession number in the registration card against the number of volume.

4365 Cumulative Index

Scan through the pages of the periodicals that are received for announcement of cumulative index. If any such index is announced take steps to order for it.

4366 Loose Numbers

Lending of loose numbers of periodicals or new papers is not generally allowed in public libraries. However, we have found a tendency in the libraries of many of the developed countries to lend out current volumes of periodicals after they had been on the display-table for at least one week in the case of weeklies and for one month in the case of monthlies and periodicals of longer periodicity.

437 FORMS AND REGISTERS

C32. Renewal order card. Printed, 8 point type Bristol board. White. The text of the form is as follows —

Reference This office standing order No. dated
Kindly renew on behalf of the library the subscrip-
tion to for volume/year and send your bill in dupli-
cate for payment as usual.

C331 Register-card. Printed, 6 point type Bristol board. White, 11 lines in the front page and 14 lines in the back. Clift cases black border. The text is as follows. Back side column headings only.

Title			Payment		
Vendor			Vol or ser	Voucher No and date	
Cl. No	Period	Order No. and date			
A n Subs.					
Vol and No.	Date of pub	Date of recd.	Vol. and No	Date of pub	Date of recd.

C332. *Check card.* Printed, 6 point type, Bristol board, White. 14 lines on each side. Gift cases, black border. The column headings are as shown below—

Heading						Period			
Vol and No.	Date of Rem.	L's Initials	Vol and No.	Date of Rem.	L's Initials	Vol and No.	Date of Rem.	L's Initials	Vol and No.

C34. *Binding peculiarities slip.* Manuscript, Ledger paper White. The row headings in the form are as follows—

- 1 Title
- 2 Volume number
- 3 Year
- 4 Class number
- 5 Covering material
- 6 Clubbing or splitting peculiarities, if any
- 7 Assembling peculiarities, if any

C361. *ICI Reminder card.* Printed, 8 point type, Bristol board, White. The text of the form is as follows—

I have to inform you that the Title Page, Contents and Index to Vol. of the have not yet been received here. Kindly despatch them at an early date.

C362. *Non plus card.* Printed, 8 point type, Bristol board, White. The text of the form is as follows—

I have to inform you that No. of Vol. of the was the last part received. Kindly bring the supply up to date and send the future parts as issued.

C363. Gap-in-supply card. Printed. 8 point type Bristol board. White. The text of the form is as follows —

I have to inform you that No. of Vol. of the has not yet been received though a subsequent part is to hand. Kindly fill up the gap in supply at an early date

Q32. Standing order form. Stencil 21 lb printing paper. White. The text of the form is as follows —

Subject : Periodical publication-order

Please supply to this library the undermentioned periodical publication. The supply is to begin from the first issue of Vol. Year Each issue is to be supplied promptly as and when published. The title page, contents and index relating to each completed volume should be supplied as soon as they are published.

The non-receipt of an issue, if any will be notified either immediately on receipt of the later issue or within three months after its due date, when it is known to us.

The cost of a volume is to be recovered by sending a bill in duplicate in advance after the completion of the volume and the supply of the title page contents and index

This may be treated as a standing order until countermanded

S32. *Weekly diary* It should have the following headings —

- 11 to 22 Same as for S23 of book order section
- 31 Order cards checked
- 32 Orders issued
- 4 Volumes made up
- 45 Binding slips written
- 46 Accession cards written
- 47 Made up volumes transmitted
- 48 Accession numbers noted
5. Cumulative indexes ordered

53 Cumulative indexes received

7 Bills passed

532. Daily receipt diary It is to show the number of periodical publications received from day to day. Its headings must consist of the symbols for the main divisions of classification system used or some suitable modification of them.

438 FILES

Name	Class Number	Filing characteristic
Standing vendors	31 (Subject device)	Vendor
Source enquiries and quotations	32 do	Title
Indent	33 do	do
Current periodicals	34 do	do
Finance	36 do	Correspondent
Back volumes	37 do	Title
Outward enquiries	391 do	Correspondent
Inward enquiries	392 do	do

The files are to be transferred to the record sequence one year after it is closed. The records may be destroyed after five years.

44 Accessioning

Every volume to be included in the stock of the library must receive a serial number called Accession Number. Donated books must receive a Donation Number in addition to the accession number. Cumulated volumes of periodicals should also receive accession numbers and if necessary also donation numbers, if the volume is to be bound and preserved in the library.

441 ACCESSION NUMBER

As soon as the classification and cataloguing of books and completed volumes of periodicals to be preserved are finished, arrange the purchased books in the

order in which they are entered in their related bills and the periodicals and the donated books in the order of their call numbers. Use the order cards of the purchased books as their accession cards. Write green and red accession cards for donated books and for periodical publications respectively. Arrange also the related shelf register cards, the accession cards and the catalogue cards in an exactly parallel order. Look up the accession cabinet for the last accession and donation numbers which had been already given. Starting with the next numbers assign the accession number and donation number if warranted in correct numerical order to each of the shelf register cards, the accession cards and the main catalogue cards.

441 NUMBERING THE BOOKS

Then copy the class number book number accession number and also the donation number in the case of gifted books one below the other on the back of the title-page of each book. The sequence symbol also should be written. The class number should begin just half an inch below the central line of the back of the title page. If that place happens to be printed over, cut it as near that place as possible. If the book has no title-page write these numbers on the top of the first page leaving space for at least two lines between the top-edge of the book and the call number. Write these numbers also at a certain other conventional place in the book say the bottom of page 50.

442 PASSING OF BILL

As soon as the writing of the numbers of the purchased books is over write the accession number against the respective items in the bills for the purchased books. Strike off the item not supplied or rejected and make the consequential changes in the total amount of the bills. Then pass the bills for payment with the remarks "Brought into stock register. Bill may be paid."

444 ACCESSION REGISTER

On receiving accession numbers, the order cards attain the status of accession cards. File all the accession cards in the order of their accession numbers in the accession cabinet. This must be kept under lock and key as these cards constitute the basic record of the books in the library giving, as it were, a complete history of the respective books.

Further details of this routine and the complications which may arise are discussed in chapter 4 of our *Library administration*.

447 DIARY

841 : *Accession diary (weekly)* to show the numbers of volumes accessioned. Column headings should be —

Accessioned	Donated	Purchased	Periodicals
Books			

45 Preparation of the Books

After accessioning is over further routine should be gone through before the books can be released for use.

451 LEAVING

The book themselves should be prepared. Ease the back by opening the book somewhere in the middle placing it in a flat table and gently running the thumb from the top to the bottom along the inner margin working your way through the book & the two covers turning a few leaves at a time and simultaneously pressing. As the glue at the back of the volume is likely to have hardened this easing work has to be done in a very careful and gentle way so that the back of the book does not break.

4511 Cutting Open

Cut open the pages with a cutting bone and not with a finger or a pencil as the latter will fray the edges.

and even damage the text in books with narrow margins.

452 STAMPING

Then put the library stamp without disfiguring printed matter in certain conventional pages such as the lower half of the half-title page the lower half of the back of title-page, the top of the first chapter the bottom of the earliest chapter that ends after the fiftieth page the bottom of the last page each map plate etc. and so on

453 TAGGING

After the stamping is over stick a tag on the back (spine) of the volume. If there is a jacket, remove it temporarily for this purpose and replace it after the tagging is over. Apply tag exactly one inch above the bottom of the book. It will be convenient to have a piece of metal half an inch wide and bent at right angles with each of the arms exactly one inch long to mark the position for applying the tag.

If the volume is too thin to have the tag on its spine fix it on the front cover close to the spine adjacent to the position it should have occupied on the back. Write the call number on the tag.

454 DATE LABELLING

As soon as tagging is over fix the date label to the volume. The date-label is to be gummed only at the top and bottom corner of the left edge and it is to be fixed on the very first page after the cover—whether that page is an end-paper half-title page or even the first page of the text. Then write the book-ticket and insert it into the pocket at the bottom of the date label. Enter the call number accession number and the date of release on the date-label. Now the book is ready to reach its destiny—which is reader's hand—and to rest on the shelves of the library when not solicited by readers.

455 CLASSIFICATION AND CATALOGUING

As it has been already stated in sections 123 and 41 classification and cataloguing is done even before the book is accessioned. Therefore the above-mentioned preparation work will naturally be done only after the classification and cataloguing of the book. This should be done on a weekly basis like most other work in a library. Every attempt should be made to round off the week's work without any arrears.

This work will require constant use of the library catalogue. It is therefore necessary that in addition to the catalogue in card for public use there should be a copy of it in slips for office use.

150 Process Slip

Insert in each volume a process slip, i.e. a slip 5" x 3"—even a waste slip with one side blank will do. On this slip various notes regarding the volume should be entered. Ultimately this process slip will have to be used for preparing the monthly statement of amendments to the Classification Code and Cataloguing Code and destroyed thereafter. Draw a vertical line dividing the length of the slip exactly into two parts. Reserve the left hand side for noting cross references. Divide the right hand half into four compartments by three horizontal lines. Use the first compartment to indicate class index entries not requiring consolidation, the second to indicate cross reference index entries, the third to indicate topical index entries and the fourth to indicate such of the series index entries or other book index entries or main entries or class index entries, as require consolidation of cards.* Any further notes which arise in the course of classification and cataloguing should be entered in this slip.

* Cf. Ranganathan (B.R.) *Classified catalogue code* (Madras Library Association Publication Series, 4) 1934. Rule 18 and its sub-divisions.

4551 Classification—Routine

Sort the volumes to be accessioned in the week rapidly by their main classes. Then decide the class number of the books one by one. If any volume is elusive and requires detailed study or appears to call for the creation of a new class put it aside temporarily in the group of deferred volumes. For normal books fix the call number and write it at the leading line of the process slip. Add the appropriate sequence number wherever necessary. By examining the main slip in the office-copy of the catalogue, see that the class number you give is consistent with the old placing. If there is any catalogue slip in the same ultimate class and with the same book number as the volume on hand, add the appropriate digit as the accession parts of the book number. In cases of doubt compare the old books with the new ones. Note down on the process slip notes for cataloguing work. As soon as each volume is thus treated pass it on with the process slip for cataloguing.

After all the normal volumes are dealt with take up the more difficult volumes and proceed with them when the catalogue card of the other volumes are being written.

45511 Amendments & etc.

If any addition or amendment is made either to the rules or the schedules in the classification code, note them down in the official interleaved copy of the classification code.

45512 Source Slips

If any source outside the volume classified and outside the common reference books is used in fixing the class number note it down with detail on a source slip 5" x 8". The source slip should contain in successive sections the call number of the volume labelled, the call number of the source the heading of the source its short title and the exact page reference.

All such source-slips should be filed away in a classified order in the source-slips tray

4552 Cataloguing—Routine

Sort out the classified volumes according to their cataloguing difficulties. The following groups may arise—

- 1 *Fresh cards group* consisting of volumes which are in familiar languages and whose process slips do not indicate consolidation of cards
- 2 *Consolidation group* consisting of volumes which are in familiar languages and whose process slips indicate consolidation of cards and periodical publications
- 3 *Linguistic fresh card group* consisting of volumes in unfamiliar languages which do not require consolidation of catalogue cards.
- 4 *Linguistic consolidation group* consisting of volumes in unfamiliar languages which require consolidation of catalogue cards; and

Refractory group consisting of volumes of unusual cataloguing peculiarities

Deal with the first four groups first so that the maximum number of volumes can be pushed forward without any delay

45521 Amendments Noting

If any amendment in the Cataloguing Code is arrived at in the course of the week, note them down in the official interleaved copy of the Catalogue Code

45522 Sources Noting

If the data for cataloguing has been taken from any source outside the book prepare a source slip and file it in the source slip tray mentioned in 45/12.

4553 Checking Work

All the class numbers and cataloguing entries must be carefully checked preferably by a second person and if no second person is available by the same person at a later time

4554 Typing

If the catalogue cards are handwritten, get the slips for the catalogue for office use copied out from them by typing. If the catalogue cards themselves are typewritten, the slips for the office copy may be carbon copies

4555 Insertion Work

After all the volumes are completed and accession numbers are written in the main cards and the shelf cards sort out all the catalogue cards according to the nature of their entries and insert them in the cabinets containing the public catalogue. Do similarly for the slips forming the catalogue for office use. The filing of the shelf-cards is described in section 46.

4556 Guide-Cards

It will be a good practice to review the guide cards in the cabinets of the public catalogue once in a year. New guide-cards might be necessary or experience might have suggested changes in the existing guide-cards.

456 CORRECTION WORK

All the old volumes set aside for correction of class number or catalogue entries should be dealt with similarly

457 FORMS AND REGISTERS

The description of catalogue cards is usually given in books on cataloguing. The code numbers for the different types of cards are given here. They are all 5" x 3"

C51. White cards for main entries and book index entries.

C52. Mild pink cards for cross reference entries and cross reference index entries

C53. Guide cards.

C54. Black edged white cards for class index entries.

C55. Catalogue slips

S52. Volumes diary (weekly) Its column headings are to be the symbols for the main classes or any modification of them and in addition "Total number of volumes

S53. Cards diary (weekly) Its headings are to be (1) Main cards (2) Cross reference cards (3) Class index cards (4) Book index cards (5) Cross reference index cards (6) Shelf registers cards (7) Total number of cards (81) Number of periodical publication cards consolidated (82) Number of other cards consolidated (83) Total number of cards consolidated

S54. Loose leaf diary (weekly) Similar to the volumes diary

454 SPECIFICATION FOR CARD CABINET

To Hold Cards 3 x 3 inches

1. The card cabinet is to consist of two parts—(1) cabinet proper and (2) a table on which the cabinet proper rests

2. The cabinet proper is to contain 33 drawers—four columns of six drawers each.

3. The external dimensions of the cabinet proper are to be

Breadth 2 ft. 4½ inches.

Height 2 ft. 7½ inches.

Depth 1 ft. 11 inches.

22. The planks used for the two sides, top and bottom, are to be $7\frac{1}{8}$ inch thick and that used for the back $8\frac{1}{8}$ inch thick.

23. The front side of the cabinet is to be partitioned by three vertical planks $7\frac{1}{8}$ inch thick and $\frac{1}{2}$ inches in breadth to secure four columns of sockets and by five horizontal planks $7\frac{1}{8}$ inch thick and 3 inches in breadth to secure six rows of sockets, to contain the drawers.

24. The front of each socket is to be connected with the back plank of the cabinet by two cross-bearers (one on the left and one on the right) $7\frac{1}{8}$ inch thick and 1 inch wide.

25. The cross-bearers are to be provided with two brass cylinders, each $9\frac{1}{2}$ inches apart, over which the drawer is to slide.

2. The internal dimensions of each socket holding the drawer are to be

Breadth 8 inches

Height $4\frac{1}{2}$ inches

Depth 1 ft. $10\frac{1}{2}$ inches

✓ 4. Each drawer is to have the following internal dimensions—breadth 8 inches and depth 1 ft. 8 inches. The side and back planks used for the drawer are to be $\frac{1}{2}$ inch thick and only $2\frac{1}{2}$ inches high. The front plank of the drawer is to be $8\frac{1}{2}$ inches in breadth and $4\frac{1}{2}$ inches in height so as to cover the socket exactly. The bottom of the drawer is to be fitted with two reapers of $\frac{1}{2}$ inch thickness and 1 inch breadth properly centred. A brass rod $1\frac{1}{8}$ inch in diameter is to run right through the centre of the drawer to lock up the card contents. To the rod projecting at the front plank of the drawer is to be screwed a screw knob. A fly nut is to be screwed to the rod projecting at the back plank of the drawer. To prevent the drawer when drawn from falling out of the socket, a self locking catch is to be fixed into the socket to the right side at a depth of $1\frac{1}{2}$ inches. A notch is to be cut in the further end of the right hand side plank of the drawer

The catch is to fall in that notch and lock up the drawer automatically. On the front plank of the drawer just above the centre, a brass label holder to hold a label $1\frac{3}{4}$ inches by $1\frac{1}{4}$ inches is to be fixed. Just below the label holder a ring is to be screwed to serve the purpose of a handle to pull out the drawer. Each drawer is to be provided with an adjustable card rest (5×3 inches and 1 inch thick at the bottom and tapering towards the top) the cross section of which is to be a right angled triangle the hypotenuse forming the front side over which the cards should rest. The card rest is to be provided with a hole in its centre through which the central rod of the drawer is to pass. The card rest is also to be provided with a bolt so that it may be bolted to the left side plank of the drawer where holes are to be provided at intervals of 1 inch.

5 Locking arrangement of the cabinet.—The vertical plank between the first and second columns of drawers and that between the third and fourth columns are to be provided with two U shaped rings each 1 ft. $7\frac{1}{4}$ inches apart. Two brass plates 3 inches wide and 2 ft. $2\frac{1}{2}$ inches long with two rectangular holes each at required intervals to take in the U rings are to be applied to the U rings to lock up the cabinet. Four locks (one to each U ring) are to be used for locking.

6 The table on which the cabinet rests is to have the following dimensions—

Height of the table 1 ft. $10\frac{1}{2}$ inches (including the top-plank)

The dimensions of the top plank are to be in breadth 1 ft. $5\frac{1}{2}$ inches and in depth (the side corresponding to the depth of the cabinet) 2 ft.

Thickness of the plank $7\frac{1}{8}$ inch

The dimensions of the frame work of the table (excluding the plank) are to be 2 ft. $4\frac{1}{2}$ inches x 1 ft. 11 inches.

Legs, at the top, 3 x 3 inches

Legs, at the bottom 2½ x 2½ inches

✓ 7 The wood used for the cabinet is to be well-seasoned teakwood

8 The contractor is to be responsible for any crack that the cabinet may develop within a year of supply

9 The cabinet is to be coated with wood oil.

10 The cabinet is to be delivered at the library free of delivery charges.

11 The metal portion of the cabinet is to be of well-tempered brass.

✓ 12 The dimensions of the drawers and the sockets, and of the cabinets, as a whole, are to be quite exact so that the drawers of the cabinets may be interchanged among themselves and with the drawers of the cabinets of the specification already in the library without any difficulty whatever

48 Maintenance Work

The books should be arranged in the shelves so as to fulfil the Fourth Law of Library Science, viz., "Save the time of the reader." Reference books like encyclopaedias, dictionaries, current year-books and directories and recent additions should be located in a prominent place as near the entrance as possible so that those who come for ready-reference alone may do so quickly and without disturbing the serious readers. The arrangement of the other books in the stack-room itself requires special skill. The arrangement cannot be permanent in the changing library world. It will have to be judiciously varied and readjusted from time to time. Several factors will have to be examined from time to time for this purpose. One would very much like to have the books and periodicals arranged in the order in which the subjects occur in the schedule of classification for the mere satisfaction of having them arranged in strict accordance with the schedule order. But the standard helpful order of the main classes

found in the schedules of classification is seldom strictly parallel to the popular order. Nor is the popular order a permanent one. It does and must change with time.

461: FORMATION OF SEQUENCES

Hence, the rigid arrangement by the schedule of classification only results in wasting the time and energy not only of the reading public, but also of the reference staff. In an arrangement like this a majority of readers may have to waste their time and energy in walking unnecessarily great distances to get at their books. The reference staff also are affected in the same way as their movements are dependent on the movements of the readers. It is quite necessary to break the schedule-order and judiciously re-permute the main-classes on the shelves. To give an example literature, as the most popular subject attracting the greatest number of readers may be located as near the entrance as possible, irrespective of its proper place in accordance with the schedule of classification. Other subjects may be arranged at distances from the entrance varying inversely with their popularity. Any one arrangement should not be considered as final (merely on the ground of unwillingness to undertake additional labour). Its utility must be constantly tested by experience in the light of the statistics of use. Any reshuffling of subjects found to be necessary should be immediately carried out even at the cost of additional labour and time as the convenience of the readers is the convenience of the library.

462: MULTIPLICATION OF SEQUENCES

The sequence of books of current interest may be called the Main Sequence. There may be a second sequence consisting of periodicals and serials and a third one made of books of archaic interest and hence of comparatively infrequent demand. These may be called Secondary and Tertiary Sequences. A suitable symbol may be put above the class number of a book

In all but the main sequences to indicate the sequence to which they belong. Such a sequence symbol may not be necessary in a bound volume of periodical as its very look will show that it is a periodical.

4621 Closed Sequences

Again certain types of books, if they are put in the way of the readers, are likely to be adversely affected by their being mis-handled by a few black sheep to such an extent that they are of no use to others who really want them. In this category we may include Fine Arts books, books full of art plates and book of pornographic interest. Such books may be kept in a non-open-access or closed sequence (not necessarily in closed shelves). By a closed sequence is meant that readers will not normally be allowed to have direct or open access to the shelves forming it but will obtain their books in most cases by the old application slip system. This restriction may be waived in the case of certain classes of responsible readers. This closed sequence arrangement gives us control over the use of these books. Fine Arts books will be exposed to loss of plates if they are placed in the open access shelves. Similarly all pages savouring of obscenity are systematically purloined (to satisfy the morbid curiosity of the black sheep) from otherwise scientific treatises. A monumental example of this in the Madras University Library was Haylock Ellis' *Psychology of sex*. Previous to its withdrawal from circulation it was in so much demand that it was treated as a reference book and kept on the issue counter. Every other reader would ask for "Ellis". Such books also should be taken over to the closed sequence. Such a closed sequence may be called Special Collections. Sequence and their book numbers may be put between two horizontal parallel lines to indicate their location.

4622 Abnormal Size Sequence

To come to the actual arrangement of books on the shelves, it is quite necessary to see that the shelves

present an aesthetic appearance. This presentable appearance is of extreme importance in an open access library for the first thing that creates a good impression in a reader is the trim condition of the shelves with sufficient direction guides, stack guides and shelf guides. It is a most unsightly thing in a library to see on the shelves giants, pygmies and weaklings, all in a conglomeration minus the respect due to their ordinal arrangement. Hence all volumes which on account of their size and weight, preclude easy handling should be kept in a separate sequence—this may be called Oversize Sequence and in such a manner that their potential energy is at a minimum. For example, the bottom-most plank throughout the book racks may be used for this sequence. To indicate their location their book numbers may be overlined. Pamphlets and miniature volumes may be kept in a closed sequence—this may be called Undersize Sequence and their location may be indicated similarly by the underlining of their book numbers. If this is not done, such volumes invariably get themselves squeezed and even lost, either amidst other volumes or in the pockets of the book vandals.

4623 Temporary Sequences

The above mentioned sequences by no means exhaust the sequences that should be maintained in a growing library. While these sequences are of a permanent nature, need is felt for the formation of certain temporary sequences.

4621 Correction Sequence

If the library makes any attempt whatever to keep itself abreast of the times there will be constant need to revise the class numbers assigned to the books in stock, in the light of the experience gained in serving the books to the readers and in consequence of the realignment and reorientation of the divisions of knowledge brought about now and then in the learned world. Change in cataloguing policy which should be occasionally necessary may require the revision of

the catalogue entries of certain books. When groups of books are segregated for correction of class number or catalogue they have always a tendency to stay longer away from the stack room. Special steps have to be taken to call for them at systematic intervals. It is better to make a separate sequence of them called Correction Sequence, so that they can be constantly watched and pushed forward.

4625 Binding Sequence

Another factor which calls for a temporary sequence is one of necessary occurrence in a popular library which gets its books well-used and well-thumbed. As the books get worn-out in such legitimate use it falls to the lot of the maintenance section to play the role of the family doctor to such books. At the right time the maintenance-section is to send such books to the hospital on medical leave. The process of relieving them, keeping them in mind when they are patients in the bindery and reclaiming them promptly when their treatment is over is best regulated by looking upon them as forming a Temporary Sequence—the Binding Sequence. Here again it is likely that more than one monthly batch will be in the hospital simultaneously. The binding sequence should therefore have a number of sub-sequences. It may also be wise to have their call numbers re-examined and reshaped before they are sent away to the bindery as they are likely to have their call numbers marked permanently on their back in glittering letters of gold when they come back hale and healthy from their sojourn in the bindery.

4626 Topical Sequence

Apart from finding for every reader his book and for every book its reader the reference section has also to satisfy the Fourth Law viz., "Save the time of the reader." In certain situations the reference section can achieve maximum result in this matter if and only if the co-operation of the maintenance-section is forthcoming.

This co-operation, the maintenance-section can and should easily offer. One of the vital reasons for maintaining the shelf register in cards on the basis of "one volume, one card," is the extreme mobility that it gives to the arrangement of books. The maintenance section should exploit this mobility for the benefit of the readers by freely forming Special Temporary Sequences to meet the special demands that may arise from time to time. A few concrete examples will make this clear. When a special course of lectures on educational experiments was being delivered to a large class of teachers, the syllabus of the lectures was perused in advance and in consultation with the lecturer all the books in the library that had a bearing on the course of lectures were assembled together and put in a special cupboard as a special temporary sequence dubbed Educational Experiments Lecture Sequence. The Principle of Parallel Movement enabled the maintenance section to form such a sequence and have easy control over it thus enabling the reference section to serve the teachers attending the lectures with the least loss of time. Apart from the saving of time the psychological effect was felt to be much more vital. The date on which a topical sequence may be broken up may be written on the date label and encircled.

Every class of library which wants to function up will find occasion to form such Topical Sequences from time to time. Local festivals, local celebrations and any other important local event will give the occasion to the library to form such temporary topical sequences. The discussion of a Bill or any momentous resolution that may come up before the legislature may prove to be an occasion to form such a temporary topical sequence. The rush of enquiries and the pressure of time in a Legislative Council library would make the work of the librarian inefficient, if not impossible if such temporary topical sequences are not intelligently served and formed in ad

vance and, their formation would be impossible even if they are sensed, but for the extraordinary power which is given to him by this wonderful invention by the library profession of this extremely mobile shelf register in-cards, and the equally facile Principle of Parallel Movement. Perhaps, the value of the freedom to form such temporary topical sequences at pleasure will be most appreciated in business localities, whose patrons know best the value of time and indeed look upon time as money and money as time.

1027 Principle of Parallel Movement

Having been obliged to disturb the schedule order and to arrange the books in so many sequences, it is a great responsibility for the shelf-section to maintain correct order in the shelves and to see that every book is in its correct place. The mechanical apparatus invented by the library profession to secure this is what is known as the Shelf register. It is made up of cards of standard size viz 5 x 5 inches written on the principle—one title, one card—with the call number in the leading line. These shelf register cards are kept absolutely parallel to the books on the shelves which means that they are to be arranged in an equal number of sequences. What is more except when the books leave their proper place on the shelves to get into the hands of a reader every movement of the books should be controlled and imitated by an exactly parallel movement among the shelf register cards. The discovery of this Principle of Parallel Movement has turned out to be the panacea of most of the ills in the management of the books in the library and brought in its train the inevitable genesis of the maintenance-section. The shelf register cabinet is the hub of the stock in the library and correspondingly the maintenance-section is the hub of the staff of the library.

463 CUBES

The maintenance section should put up guideboards in places like reading room, periodicals room.

catalogue room, stack room etc. so that readers can by themselves find their way about in the library. Within the stack room itself, there should be the guides and gangway-guides which show the subjects in the respective tiers and gangways. There should also be bay-guides in each bay showing the subjects contained in it. It has been found from experience that each bay-guide may have to be in at least six lines. All the above mentioned guides may consist of thick card boards 18" x 6 covered with white paper. Each bay whose standard width is 8 feet will require two guides. The legends, which should consist of the class numbers and their equivalents in the natural language may be stencilled on these guide boards. Each shelf plank also should have shelf-guides. As the standard-length of a shelf plank is 8 feet, it is found helpful to have an average of three shelf-guides in a plank. These shelf-guides may be strips 5" long $\frac{1}{2}$ " wide cut from white Bristol boards. Discarded catalogue-cards with one side blank may be used for cutting these strips. The shelf-guide also should give the class number and its equivalent in the natural language. Since we have said that on an average there will be one shelf-guide for every linear foot of shelf plank, it is obvious that in a stack room accommodating 25 000 volumes about 3 000 shelf-guides will be needed. It is not an easy matter to maintain these shelf-guides. As the books will be frequently moving forward as a result of new accessions, these shelf-guides also will have to be frequently moved forward and adjusted. This will add to the task of maintaining the shelf-guides. The best way of facilitating this work is to provide wedge-shaped grooves along the front edge of shelf plank in which the shelf-guides can be slid.

1631 Adjustment of Guides

It must be a matter of prestige for the maintenance-section that no guide tells wrong tale. The shelf-guides will have to be carefully watched and adjusted from time to time into their proper position.

The bay-guides may not require such frequent attention. But whenever books have to be transferred from one bay to another the bay-guides should be immediately corrected. The gangway guides and the tier-guides will not require even as much renewal as the bay-guides.

4632 Reshuffling

To take away from the monotony of the appearance of shelf-arrangement to exploit the Principle of Novelty to help every book to get its reader and to keep step with the slowly changing scale of popularity of subjects with the reading public it will be desirable to reshuffle the disposition of the subjects in the stack-room at suitable intervals. Once in five years the whole library may have to be reshuffled. Every year some particular region may have to be reshuffled. Whenever such wholesale re-arrangement takes place, the bay-guides and the gangway-guides will have to be mostly re-written.

4633 Renewal of Tags

The tags on the backs of books should be rapidly reviewed each day. The entire stack-room should be covered in this way at least once in a month. During this review all worn-out tags should be replaced by fresh ones and the call numbers copied on them. All the newly written call numbers should be verified by somebody else or by the same person at the next day before the volumes are put back on the shelves.

4634 Open Access without Cufdes

It is sheer callowness to adopt open access system without plenty of guides or even if there are guides, to leave the guides unchanged in an ever-changing library. It will be frustration to readers. It will even irritate them. It will bring odium on the library staff. There is no doubt that maintenance of plenty of guides in their right places will consume considerable staff-time. Library authorities should

take this into account in providing staff. But on the side of the staff also they should have a sense of value which is sufficiency compelling to make them feel miserable even if one guide is in the wrong place or one plank is without guides.

464 New Books

The work of absorbing the accessions of the week into the stock should be done on a weekly basis. As soon as the preparation of the new volumes of the week is over sort them out according to their sequences. In each sequence arrange the volumes by their call numbers. Do similarly for their shelf-cards. Tally them. Books of a normal nature fit for display in the recent additions shelf should now be separated with a parallel separation of shelf-cards. These separated shelf-cards should be put in the recent additions box behind the guide "sequence 0". Take this box and the new volumes to the recent additions shelf which should be in the first row of shelves in the stack room. Pull out all the volumes corresponding to the shelf-cards behind the guide "Sequence 2". As each volume is pulled out turn its shelf card in its own plane through a right angle so that it stands on its shorter edge. If any volume is not to be found, trace it out. After all the books have been traced out, transfer the guide-card "Sequence 1" to the place where the guide-card "Sequence 0" is transferring the latter to the end of the current week's cards. Put the current week's books, meant for display on the recent additions shelf in the classified order.

4641 Released Books

Hand over to the counter all the released books which have been bespoken. Take the remaining books along with the other books of the current week and shelve them in their proper places. Take out from the recent additions box the shelf-cards which are standing on their shorter edges and put them along with the shelf cards of the week's additions which are not to be

put on the recent additions shelf. File these cards in the proper places in the shelf register cabinet.

4612 Used Books

46121 *Consulted Books*

Every hour walk round the reading room and collect the books left by readers on their respective tables after consultation. Enter the statistics in the consultation counting sheet and shelve the books in the returned books-shelf in roughly classified order. This shelf may be in the first row of shelves in the stack room.

46122 *Borrowed Books*

The books returned by members at the discharging counter should also be brought to the returned books-shelf at convenient intervals and shelved in a roughly classified order.

46123 *Replacing*

Readers should be allowed to take away for consultation or loan any books lying in the returned-books-shelves. There is nothing gained by segregating them and keeping them away from the use of readers until they go back to their permanent places in the stack room. On the other hand once the book in the replaced books-shelves will be popular ones there is every chance that many of them will go into reader's hand in the course of the day and that the books to be actually replaced will be considerably reduced in number—resulting in the saving of the time of the staff. But the volumes which stay back in the returned books-shelf should be replaced in their permanent places once in a day at an appointed hour. This hour should be the slackest hour in the library.

4613 *Correction*

For all the volumes which are taken out for correction work transfer the shelf-cards to behind the

correctly dated guide cards in the correction sequence. When these volumes come back after correction, shelve them in their proper places and file their shelf cards also in a parallel manner. Periodically the shelf cards in the correction sequence should be checked and steps should be taken to round off the work without undue delay.

465 RECTIFICATION AND VERIFICATION

In an open access library readers are never allowed to replace books on the shelves. They have freedom only to pick out books from the shelves. In spite of this convention, books do get mixed up as a result of the reader's browsing round the stack room. Even apart from criminally minded people deliberately putting a book in quite a distant place, the unintended misplacements within the same shelf plans would in the long run mount up to very near chaos. Unless the books are put back in proper order periodically readers will be put to much difficulty, nor can the library staff find books easily. The process of restoring order among the books is called Shelf Rectification. There is also need for periodical Stock Verification. This is normally done once in a year. This practice usually involves much disturbance in the rhythm of the work of the library. Some libraries go to the criminal extent of closing down to the public for the period of stock verification. This practice violates all the laws of Library Science. The necessary shelf-rectification and stock verification can be combined into a single process. In other words stock verification will be automatically done not merely once in a year but even more than once if shelf rectification is properly designed and correctly carried out.

4651 Cycle for Shelf Rectification

All the regions of a library may not be equally prone to disturbance by readers. The main sequence will be the most disturbed. The closed sequence will not be disturbed at all. The secondary and the tertiary

sequences will be disturbed much less than the main sequence. It is desirable that shelf-rectification should be done in the main sequence at least once in a month. That for the secondary sequence may perhaps be done once in six months. It may be enough to attend to the other sequences once in a year. However the frequency of periodical dusting and cleaning of these four sequences should be in just the reverse order. This is because in the main sequence the books are constantly disturbed by the readers themselves and dust and insects cannot therefore accumulate very much. But in the other sequences they will accumulate.

1652 Daily Quota

The daily quota of the region for shelf-rectification can be arrived at by taking the total length of shelving to be rectified and the period in which it should be done. Each day take out the shelf register trays for the day's quota. As far as possible make the end points of the quota the end points of convenient subjects. The rectification-work should be done by two people.

16521 *Checking with the Charged Tray*

One of the persons should read out, from the charged tray at the counter, the call numbers of all the book-cards lying within the range of the day's quota. As each call number is read out the second person should turn its shelf-card through a right angle in its own plane so as to stand on its shorter edge.

16522 *Other Preliminary Checking*

Do similarly for all the books of the concerned region lying in the bespoken sequence or among the books returned or being consulted by readers.

16523 *Final Checking*

Then take the trays to the region of the stack room to be checked. One person should go on read

ing the call numbers of the books on the shelves. The other person should go on looking up and pushing towards himself the corresponding shelf register cards. If any shelf register card standing on its shorter edge intervenes, it must be turned down to its normal position. If the book corresponding to any shelf-card lying in the normal position is not read out by the man at the shelf that shelf-card should be turned so as to stand on the shorter edge. The result will be that at any moment the cards that stand on the shorter edge in the checked region will be those of untraced books. On the other hand the cards which stand on the shorter edge in the unchecked region will be those of traced books. As the checking proceeds, misplaced books will happen to be read out by the man at the shelf. It may happen that the card of a misplaced book is found standing on its shorter edge in the checked region. It may then be restored to its normal state of standing on the longer edge. It may also happen that the shelf-card of a misplaced book is in the unchecked region of the tray. If so ask the man at the shelf to shelve the book at the proper place. If any reader takes away a book of the unchecked region of the day's quota before he leaves the region, the shelf-card of the book may be turned so as to stand on its shorter edge. Thus there will be no obstruction whatever for readers to use any book they like when the shelf rectification cum stock verification is proceeding. As soon as the checking of the day's quota is over enter in the investigation note book the details of the cards which stand vertically on their shorter edges and then restore the cards to their normal position. Invert the shelf register tray in its proper place.

16524 *Untraced Books*

Investigate the items untraced with the aid of the investigation note book. As each item is traced restore it to its proper place and strike out the entry in the investigation note book. The items that do not

get traced out within the year should be taken as lost books.

46525 *Speed of Rectification*

Experience had shown that the classification scheme that is used is an individualising one like the Colon Classification in which the book number is designed in an organic relation to the class number. It is sufficient if the book number alone is read out. All that is needed is to have an occasional check up by reading the whole class number. Even the occasions for it are automatically indicated when some difficulty arises. The number for the book numbers on the backs of books alone to be strictly parallel to the book numbers in the shelf-cards without the class numbers also being strictly parallel, is negligibly small. This makes shelf rectification expeditious. Nearly a thousand volumes can be done in an hour. This means that by doing shelf rectification work for one hour a day a cycle of 25 000 volumes can be checked in a month. The main sequence in most of the public libraries is not likely to exceed 25 000 volumes.

4653 *Policy*

We have few public libraries in the country today. Even the number of institutional libraries is small. Even in the few which exist, the library is looked upon as a treasure-trove rather than a work place. When books were manuscripts or had scarcity value they were even locked up in chains. If a chained book was lost easily the jailor librarian was held responsible for the loss. The practice of making the librarian pay for lost books is thus centuries old. The books lost their scarcity value only recently. The shifting of emphasis, from preserving without loss to promoting use even at the risk of loss is coming in library-outlook only very recently in any part of the world. We are therefore passing through a transition period. Clever unscrupulous people are taking advantage of this situation. Much fuss is being made of stock verification. This is used as an opportunity for harassing and humiliating

librarians. This also proves to be a convenient handle for wreaking political, personal and other extra mural vengeance. When the whole matter is thus passed on to the hands for wreaking political personal and other extra mural of politicians, members in the library profession themselves get demoralised and act as their accomplices. The parasites who live on the profession rather than live for it thrive and arrest the development of library service in the country. All this must go. A new policy must be adopted. Our public libraries, which are yet to be established, should straight away adopt the latest healthy tradition in the matter of stock verification—indeed in regard to the very purpose of public library system. That purpose is no longer to be the preservation of every scrap of paper which blows into the library—of every copy of cheap printed books even after it is worn out by use. The purpose is to get book as widely used as possible and even to take reasonable risks in this matter.

4654 Inevitable Loss

Even with the best of safeguards the most human treatment possible and vigilance of a high order there will be some loss. The authorities of the library should be prepared for it. In British libraries loss of one book for an issue of 1 000 volumes is considered tolerable. Mr. H. C. Berwick Sayers, for a long time Chief Librarian of the Croydon Public Libraries, has written to us as follows on this question:

"One book for an issue of a thousand volumes is, as you say probably a tolerable loss. (I have just discovered by a count of our shelves that in sixty years we have lost 37,000 volumes—in this time we have issued 50 million books). I should say this was about as low a loss as one could expect in a well managed library and that in a library where there are students who very much covet certain books some of the moral questions you mention may be involved. But I like your idea of the library as a social institution in which the risk of loss should be undertaken if thereby your "first law" of library science can be completely realized."

It must be remembered in this connection that during some part of the 60 years which had been taken into account by Mr Sayers, the library had been without open access. The fact is that loss from miscreants will take place and does take place even in libraries which have no open access. The American libraries are prepared to face even a higher percentage of loss. Modern library policy is based on the following considerations—

- 1 Such a rate of loss is considered a fair price for the enormous increase in the use of books which open access invariably stimulates.
- 2 Even on socio-legal grounds they argue that it is unjust to penalize the honest folk of the community and deny them the immense benefit of open access simply because there are a few criminals in the community who could neither be detected nor prevented from their mischief.
- 3 On purely sociological ground, they argue that the patrons of a library are only a random sample of the community. Until the community as a whole is absolutely purified the community will have to face the consequences of its poisoning criminal minded members. It does so in all spheres of activities, it cannot hold a contrary attitude in the sphere of library service.
- 4 If we remember that safeguarded open access system will not give open access to rare and valuable and irreplaceable book loss will be most unidentical only in the case of ordinary books. These books are not eternal entities by any means. Hardly any of these books will be physically fit for use after being circulated about a hundred times which means for about two years. By that time many books may also be out moded in their thought content. If a book has served well at least

for two or three years, it becomes fit for withdrawal from circulation. The old Victorian notion that every scrap of paper once accessioned in a library should be preserved permanently and for ever is derived from a sense of property in books which originated in the medieval age when a book often meant a unique manuscript of considerable money value also. Today the printed books do not have that money value they are not unique in fact, they grow out-of-date in their thought content and are replaced by more up-to-date books from time to time. The library authorities in the West argue that it is wrong to continue in these days of cheap rapid and plentiful printing, attitudes that were necessary in the centuries prior to the invention of printing.

- 5 Another ground on which open access is practised in Western libraries and in some of the libraries of India also is based on the view that the library is a social institution. It is indeed a kind of social power-station where the minds of the members of the community are energised. The thought-energy which lies locked up in a potential state in books is transformed by libraries to a kinetic state in which it can stimulate the mind of a reader into helpful activity. Thus a library represents transformation of energy. There is a well known law in Thermodynamics that it is not possible to transform energy to an easily available state with cent per cent efficiency if it is without some dissipation and loss. The library cannot escape this inexorable law of nature if books are to do their job for the community we must be prepared for loss due to wear and tear and to some extent due also to uncivil propensity in some of our brethren. Viewed in the larger context of ultimate

national economy—economy due to the enormous saving in man-hours which open access will effect in the getting of light relaxation by the people—the risk of loss involved in the introduction of open access is negligible.

- 6 The cost of books inevitably lost in an open access library should be written off. If the proportion of loss to the annual issue exceeds 1 to 1000 the matter should be investigated and the causes for the loss should be found out and removed. This does not mean a premium for unweariness on the part of the staff nor does this imply that we want to free librarians from any responsibility whatever. If there is reason to suspect the bona fides of the staff they should certainly be sent out. If there is reasonable ground to believe that the librarian is likely to steal, there is no objection to his being treated as a thief.

4655 Open Access

It is as much an anachronism today to charge the librarian for inevitable loss as it is to deny open access and to make the reader wait on the other side of the barrier till the book could be found by an attendant and handed over to him. With or without open access, books are liable to be mutilated and lost.

46551 Mutilation

Let us take up mutilation first. One could mutilate a book only in privacy. Privacy every reader gets when he is reading the library book either in the reading room or in his home. Even within a reading room it is impossible to have a close watch over every reader. Open access does not add much to the opportunity to mutilate books. It would be particularly so if there is adequate reference staff who personally help each reader and incidentally deny privacy.

to the reader when he is in the stack room. It is a matter of experience that mutilation in an open access system is not of a higher order than in a closed system. This means that denying open access is by no means a method of minimising mutilation. The only method to be adopted to minimise it is to turn public opinion on the problem by contacting the clientele individually and occasionally collectively. This method is no doubt slow in results. It requires persistence but it is a sure method. At any rate mutilation can not be used as an argument against open Access.

16352 *Loss Viewed from the Side of Books*

With regard to loss, there is no denying that risk of loss does increase with open access. It may reach an appalling dimension if open access is introduced rashly without safeguards. But during the last 50 years, the library profession has begun to practice safeguarded open access system with very good results. The following are the safeguards —

- 1 All entrance and exit to the library should be strictly through wicket gates controlled by the counter staff
- 2 Every other opening like windows doors and ventilators should be fitted with weld-mesh shutters to prevent the temptation to hand out books through them
- 3 Rare specially valuable and out-of-print books should be in a separate sequence where access is not allowed
- 4 Certain kind of text books and treatises which gain momentary abnormal examination value or for which there is momentary craze should also be segregated and given out only on application
- 5 There should be a similar segregation of pamphlets which can easily be smuggled. So much from the side of books, now we shall examine the human side

46553 *Loss Viewed from the Human Side*

Readers fall into three classes. Those who are scrupulously honest at one extreme those who are unreclaimable criminals at the other extreme and the majority who are in the borderland. The first category will not add to loss of books if open access is introduced. The second category will take their toll even without open access. The problem therefore reduces itself to the large number who are neither saints nor criminals by nature. The library profession has found that they can be kept on the side of honesty if the library is kept open on holidays and for long hours particularly after work hours, so that they are sure to get their reading materials whenever they are in a mood to read. Another factor which makes them true friends of the library is the provision of personal and sympathetic attention and prompt and exact service. A third helpful factor is a helpful order of books on the shelf with guides of all kinds—for the inter gangway bay shelf and so on. Absence of these helps usually results in deterioration of tempo leading to criminal tendencies.

Apart from this there should also be vigilance both in the stack room and at the counter. The safeguards needed are

- (1) Helpful classified arrangement of books
- (2) Helpful guides
- (3) Helpful reference service
- (4) Necessary staff for vigilance
- (5) Promotion of public opinion and relation
- (6) Extension of library hours and working day

466 : BINDING

An important part of maintenance work is to keep the books in a physically fit condition. The standard of artistic binding of books for private use—which means very sparing use—is quite high. But re-inforced

library binding to stand constant wear and tear has not yet come into vogue in India. Even concepts like split boards and French joints are unknown. The necessary materials of good quality are not easily available. It is therefore necessary that the most detailed specification should be given for library binding. It would be a good policy to ask the binder to take personal instruction from the librarian. While a book like Douglas Cockeell's *Some notes on book binding* will give the necessary details, a specification for library binding is given at the end of this section for ready reference. Each library should also train some member of the staff to make petty repairs. A stitch in time saves nine as the saying goes.

4661 Damaged Books

As already stated in sections 331, 33231 and 53286, the damaged books should be picked up by the counter staff and segregated for attention. It is also desirable to walk round the stack room and pull out books which need re-binding. All the cumulated volumes of periodicals intended to be preserved will require to be bound. It is again a matter of policy whether a book should be sent to the bindery after the publisher's case is worn out or even at the beginning before it is released for circulation. We are of the opinion that the life of the book will be considerably lengthened if the latter course is adopted. If we can get book from publishers unbound in sheet it is well and good. In Norway where few publishers agree to do so we found that the Director of Libraries ruthlessly peeled off the publisher's cases as soon as the books arrived from the publishers. He even employs a fairly large staff to do this peeling work! In any case books in paper covers should not be released for use before being bound. At the same time every book may not need costly library binding. In the case of books of passing interest, particularly ordinary fiction which are printed on bad paper it may be cheaper to buy additional copies than to have them bound in the library style.

4662 Volumes for Binding

Perhaps binding work is best done on a monthly basis. As soon as the quota for the month has been collected, arrange them in a classified order. Take out their shelf register cards and form a binding sequence of them. Scrutinise the volume from the point of view of their binding peculiarities and form them into homogenous groups. The volumes in each group being in classified order. Prepare binding slips for each of them. Make an order copy for binding from out of these slips. Ask the binder to come to the library and collate all the volumes. If any volume is defective decide whether it is worth binding. If it is, note the defects in its binding slip. Hand over the volumes to the binder. Keep the slips in the binding box.

4663 Bound Volumes

Before forwarding begins, inspect the books in the bindery to see if the specification has been fully followed. When the bound volumes come back to the library check them with the binding slips. Scrutinise if the tooling has been properly done insert the books in their proper places, merge the corresponding shelf cards in their proper places, and check the binder's bill with regard to style of binding and the rates claimed.

4664 Specification for Reinforced Library Binding

Assembling

1. *Collation.* All books received by the contractor are to be examined and collated and any found to be imperfect or seriously damaged are to be returned unbound to the librarian. Torn leaves and plates are to be neatly repaired.

A periodical shall not be held to have been collated properly nor to be perfect, unless all the parts of a volume are bound in correct order of pagination and the usual title and contents pages and indexes are inserted in the proper places. Unless each imperfect and damaged book is report

ed upon to the librarian and unless the librarian has instructed the contractor to proceed with the work on such books, the bill will not be paid for any such books bound or repaired.

2. Wrappers and advertisements in periodicals and books are to be bound in, if the contractor is instructed to do so otherwise they are not to be bound in.

Binding

3. Sewing Books printed on paper of good quality are to be sewn one sheet on (except where thinness of paper makes it necessary to sew two sheets on) with unbleached thread of suitable thickness over unbleached linen tapes. Books printed on soft, spongy or brittle paper are to have the sections lined at inner and outer folds with strips of thin but tough paper before they are sewn. All sections broken at the back are to be lined with tough paper or linen strips, and where necessary neatly overcast on modern methods of cross stitching before being sewn to the tapes. The first and last sections of all books are to be enclosed at back in linen strips. All separate leaves, plates, maps, plans etc are to be mounted on guards of linen or tough thin paper and to be sewn in. Pasting on is not to be permitted. Double plates are to be guarded at the fold. No charge is to be made for the first dozen plates so guarded in each book. For books up to post octavo (6½" x 3 7/8") three tapes, one-quarter inch in width, are to be used. For books of crown octavo (7½" x 5") four tapes, one-quarter inch in width, are to be used. For books of larger sizes the number of tapes and their width are to be increased in proportion. Two of the tapes are to be placed within one inch of the head and tail of each book.

Straight line machine stitching will not be accepted.

Books printed on calendered or heavily loaded art paper are to be reported to the librarian and a quotation sent to him for lining each leaf of such books with a linen hinge on a throw-up guard.

4. All folded maps and illustrations are to be mounted on jacquet or thin linen of good quality and to be charged for separately.

5. End-papers. End-papers are to be of good tough opaque paper of approved mild colour with at least one plain white leaf between each of them and the printed matter. The end-papers are to be made with strong linen or cloth joints and to be sewn on as a section.

6. Cutting edges. Unless otherwise instructed the contractor is to cut edges of books accurately and to take care to leave margins as wide as possible. Unless other instructions are given, the edges are to be sprinkled or tinted with a colour harmonising with the colour of the materials used for covering.

7. Forwarding. Unless otherwise directed, all books should have French joints and tight or close flexible backs with the covering material attached directly to the back. Tapes are to be firmly inserted between split boards. Books bound in quarter leather or in cloth or in buckram are to have the boards slightly rounded at corners and the covering material is to be neatly folded and not mitred.

Leathers are not to be unduly pared down or unduly stretched in covering. The covering material of back is to extend over boards to at least one-sixth of the width of the book. All books should open up freely and lie flat.

8. Lettering. Lettering is to be impressed in best gold directly on to the material which covers the book. The lettering is to be of good size and easily readable. Small lettering will not be accepted except on very thin books. No extra charge will be allowed up to and including fifty letters or/and figures.

9. Sizes. The size of a book is to be determined by the measurement of the board, the square of which must not exceed one-eighth of an inch in books up to crown octavo, and proportionately for larger sizes. Extra charges for thickness is to be allowed only when the

thickness of the volume exceeds one half the width of its boards. No extra charge is to be made for two or more volumes bound in one, unless the thickness of such a volume exceeds one half the width of the boards. In submitting the bills for work done, the measurement of the board should be given in inches in addition to the conventional mode of specifying the size.

10 *Alternative suggestions.* When the preceding instructions are obviously inapplicable to any book or for any reason undesirable, the contractor is to submit suggestions for binding such a book with estimate of cost.

11 *General.* The whole of the work in binding is to be carried out with due regard to the fact that the books will be subjected to hard wear and tear and that the binding is to be permanent. Special instructions, if any given with reference to particular volumes sent for binding should be faithfully carried out.

Materials

12 *Thread.* To be of best unbleached linen of suitable thickness.

13 *Tapes.* To be of best unbleached linen, of close strong texture and of the specified width.

14 *Glue.* To be best quality flexible glue mixed with copper sulphate to keep off insects.

15 *Boards.* To be good quality mill boards.

16 *Leathers.* The contractor must guarantee or undertake to produce, when required, the guarantee of the firm supplying the leather that all skins used (1) have been tanned in sumach or oak bark or similar vegetable stuff, or a mixture of them (2) are free from sulphuric or other deleterious acids (3) have been dyed with colours that are fast with respect to light as well as moisture; and (4) are genuine as described.

17 *Buckram.* To be linen buckram of best quality

18 *Cloth.* To be good quality art canvas or imperial morocco cloth of fast colour and finish.

19 Gold. To be best English gold.

20. Styles and sizes, All combinations of the following:—

1 Style.

- 1 Half Morocco and calico
2. Half morocco and marble
3. Half calico and marble.
4. Full buckram
- 5 Half buckram and calico.
6. Half buckram and marble.

2. Height.

- 1 6" or less.
2. Between 6" and 8
3. Above 8"

3 Thickness.

- 1 Less than 48 pages
2. Between 48 and 100 pages
3. Between 100 and 500 pages
- 4 Above 500 pages

47 Finance and Accounts

The task of raising money, investing funds, managing property, preparing and getting the sanction for the budget and all other financial matters relating to a public library usually fall to the share of the Local Body which is the Local Library Authority. Nevertheless there may be some amount of financial work that falls to the share of the library. It will have to do initial work in the framing of the budget. This will have to be done according to the standing instruction of the Local Body. So also it is in regard to accounts. We shall deal here only with the work of primary book keeping which must be done by the

library staff and even here to confine ourselves only to what is distinctively of library nature. Matters relating to pay bill, permanent advance, miscellaneous receipts, etc. will be regulated by the standing orders prevailing in the Local Body

471 DOUBLE PAYMENT

One of the dangers which must be specially watched is double payment. As books and periodicals dribble in all through the year special effort is necessary to avoid double payment. Some kind of automatic check which does not depend on memory is necessary. With regard to books control by book order-cards as described in section 423 will prove effective. If a book arrives and there is no book-order card for it, you should not improvise a card in order to accept the book. You must have complete trust in the cards-file. Card system of this kind can work only if every routine is carried out thoroughly and faithfully at every stage. If the card is not in the order tray the presumption should be that the book had already arrived and that the order card had been taken out. It might be lying in the sequence corresponding to the current week's arrival or it might have been already converted into an accession card and filed in the proper place. In the latter case the card will show the date of payment and the number of the voucher of payment. In the case of a periodical the routine suggested in section 4363 will if faithfully carried out prevent double payment.

472 BILLS REGISTER

Another danger in dealing with supplies which dribble in day after day is that certain supplies are neglected and never paid at any rate not promptly paid. The best way to control this is to have a properly designed register of bills. As soon as bills are received, couple each bill with its duplicate. If any Group the bills by the parties to whom payment should be made. Arrange the bills in each party's group by

the numbers of the order to which they relate. To make this easy the parties should be instructed never to include in any one bill supplies made relating to more than one order. Register the bills in the order in which they have been thus brought. Post the register number at the right hand top corner of the bill as well as its duplicate. Then comes the passing of the bills with reference to order-cards for books and register cards for periodicals as described in sections 423 and 4363.

473 ARRANGEMENT OF THE BILLS

Take together all the bills payable to one party. Verify the total of each bill. On the back of the last sheet of the bunch of bills write the total of each sheet in successive order and total up the figures. Get the posting of the figures and the grand total verified by another person or by yourself at some later time. This must be done both for the original and for the duplicate copy of the bills. If a bill has no duplicate the duplicate copy must be prepared. Put the pay order stamp in a convenient place on the last sheet of the bunch of bills. Also at the bottom of each sheet of the bunch put the stamp "Included in voucher number _____". Write the amount in words in the imprint of the pay order stamp. Write the pay order inclusive of remittance charges, if any at the end of the office copy of the bill. Arrange the bunches in a convenient order according to the nature and amount of payments.

474 VOUCHERS

Enter each bunch in a separate line of the register of payments in serial order. The serial number which it gets in the register of payments is called voucher number. Write the voucher-number in the fair copy as well as the office copy of each bunch of the bills and also at the bottom of each sheet in a bunch. Then the voucher is ready for payment. The voucher number begins with "1" at the beginning of each financial year.

475. POSTING OF VOUCHER NUMBER

It is at this stage that the voucher numbers should be posted in all the accession cards of the books and the register cards of the periodicals concerned

476 ALLOCATION REGISTER

It will be necessary to watch the progress of payment for books and periodicals so that the amount allocated for each subject is not exceeded. This is controlled by allocating the amount of each voucher to the different subjects under the heads "books" and "periodicals" in a special allocation register

477 FORMS AND REGISTERS

S8771. Bills Register. Printed. 10 point type. 21 lb printing paper. White. Bound book. Folio pagination. 50 lines per page. The text above the column headings and the column headings are to be—

(Name of library) Register of Bills Received in

Register No of Bill ($\frac{1}{4}$ ") Date of receipt of Bill ($\frac{1}{4}$ ") Outside date ($\frac{1}{4}$ ") Outside number ($\frac{1}{4}$ ") From whom (2") Purport—Books or Periodicals and main class symbols ($1\frac{1}{2}$ ") Amount (1") initials ($\frac{1}{4}$ ") Amount (1") Draft requisition date initials ($\frac{1}{4}$ ") Script No and Date (1) Script received date initials ($\frac{1}{4}$ ") P O M O No. ($\frac{1}{4}$ ") Despatch date initials (1) Acknowledgement reminder date initials ($\frac{1}{4}$ ") Acknowledgement receipt date initials ($\frac{1}{4}$ ") Acknowledgement filing initials ($\frac{1}{4}$ ") Remarks

S8774. Payments Register. (Books and Periodicals) Printed 10 point type. Ledger paper. White. Bound book. Folio pagination. 20 lines per page. The text above the column headings and the column headings are to be as follows—

(Name of the library) Payment Register—Books and periodicals (Year) Date ($\frac{1}{4}$ ") Voucher No ($\frac{1}{4}$ ")

Bill No (1") Bill date (1") Party and place (3)
 Books (2") Periodicals (2") Subject symbol (3")
 Remarks.

88776. *Allocation Register* Printed 10 point type. 21 lb printing paper White. Bound book. Folio pagination. 30 lines per page. The text above the column headings and the column headings are to be—

(Name of library) Allocation Register (Year)

Month and week (1) Voucher No. (1") Different currencies in which payment is claimed (1" for each currency) Different currencies in which payment is claimed for periodicals (1" for each periodical) Total (1" for each currency) Remarks.

There should be one folio page for each subject and the page allotment should be written next to the name of the subject.

48 Files

The call numbers for files of various kinds have been given in section 88 of Chapter 8 and at the end of sections whose numbers end with 8 in Chapter 4. These numbers are the same as those given in our *Library administration*. Whenever subject device is added after a file number the file number should be amplified by the class number for the subject concerned. For example 931 is the number for order files. 23R will be the number for order files relating to books in Philosophy. Similarly 31 is the class number for files relating to current periodicals. 31R will be the number for files relating to current periodicals in Philosophy. 21 is the number for files on standing vendors. 23P15 will be the number for files on standing vendors for Sanskrit Books. A full account of the theory of filing will be found in section 88 of our *Library administration*.

CHAPTER 5

Classification

Section 51 gives the class numbers by the Colon and Decimal Schemes for some of the subjects which are likely to recur in public libraries. To classify other subjects use must be made of *Colon classification* edn 3 1950 (Rs 12) or *Decimal classification* edn. 15 1950 (Rs 75) according to the scheme adopted.

Section 52 gives the schedules of common subdivisions in both the schemes.

Sections 53 to 55 give extracts from the schedules of geographical areas, languages and chronological division.

Section 56 is on book numbers.

Section 57 illustrates the use of the above schedules.

51 Class Numbers

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
	Generalia	000	B325	Integral	517.3
	Bibliography	01	B3	Trigonometry	514
	Library Science	02	B32	Plane	514.5
	Administration	023	B3	Geometry	515
	Classification	025.1	B325	Descriptive	515
	Cataloguing	025.3	B32	Pure	515
	Circulation work	025.6	B32	Measurement	515.8
	Reference service	025.9	B32	Plane	515.1
	National library	027.3	B32	Analytical	516
	Public library	027.4	B32	Curves	516.2
	Rural library	027.4224	B32	Anal. Geom.	516.2
	City library	027.4.22	B32	Pure	516
	Children's library	027.025	B7	Mechanics	531
	Hospital library	027.662	B71	Solid	531.3
	Encyclopaedia	03	B71.2	Dynamics	531.3
	Institution	06	B71.3	Statics	531.3
	Periodical	09	B71	Liquid	532
	Exhibition	067.53	B73	Hydrodynamics	532.3
	Museum	069	B73.3	Hydrostatics	532
	Biography	33	B9	Astronomy	52
	Year book		B9	Chronology	529
	Work		B9.17	Calendar	528
	Science (General)	5	B9.3	Era	529.2
	Mathematics	51	B9.8	Cosmogony	525.1
	Arithmetic	511	B91	Earth	525.3
	Algebra	512	B92	Moon	525.3
	Analysis	51	B93	Sun	525.2
	Calculus	51	B94	Planet	525.7
	Differential	517.2	B95	Meteor and comet	525.5 and 525.6
			B97	Star	525.3

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
II	Physics	II	D6:72	Holding	621.862
Cy8	Practical	530-763	D-73	Conveying	621.867
C1	Properties of matter		D6:74	Pressing	
C21	Solid	539	D6:8	Workshop	621.9
C216	Crystal	539.2	D6:81	Planing	621.91
C23	Liquid	539.3	D6:811	Planer	621.91
C23.61	Capillarity	539.6	D6:812	Shaper	621.912
C23.62	Surface tension	539.6	D6:813	Slottting	621.912
C23.63	Viscosity	539.7	D6:814	Grooving	621.91
C28	Gas	539	D6:82	Turning	621.94
C28-6	Vacuum		D6:821	Lathe	621.941
C3	Sound	534	D6:824	Screw cutting	621.942
C4	Heat	539	D6:825	Milling	621.91
C5	Radiation	535	D6:831	Saw	621.93
C5.3	Spectroscopy	535.84	D6:835	Shear	621.95
C51	Light	535	D6:84	Perforating	621.95
C52	Ultra violet ray	535.6	D6:841	Punching	621.95
C53	X-ray	535.53	D6:8418	Multiple punching	
C56	Infra red ray	535.6	D6:845	Drilling	621.951
C57	Hertzian W. vs		D6:851	Filing	621.95
C6	Electricity	537	D6:852	Emery wheel	621.953
C62	Current	537.5	D6:853	Grind stone	621.953
C63	Statical	537.3	D6:854	Abrasive	621.95
C64	Magnetism	538	D6:86	Bending and straightening	621.95
C64.9	Kinetic theory	538.7	D6:87	Hammer	621.97
CN	Electron theory	541.2	D6:88	Crawling	621.97
CNo	Quantum theory	550.1	D6:9	Others (by Subject Device)	
	Relativity	550.1	D6:9D2	Excavating	621.86
D	Engineering	II	D6:9D6	Pumpage	621.86
D1	Building		D6:9M14	Printing	621.86
D2	Irrigation	626.8	D6:9M15	Textile	621.86
D3	Mining	622	D6:9M16	Refrigerating	621.86
D4	Transport (Land)	623	D6:9M17	Flouring	621.86
D411	Highway	623.7	D6:9M18	Rice husking	621.86
D415	Railroad	623.1	D6:9M19		
D418	Harbour	623.2	D6:9M20		
D5	Transport (vehicle)	629	D6:9M21		
D5121	Cart		D6:9M22		
D5125	Cycle	629.272	D6:9M23		
D513	Motor	629.2	D6:9M24		
D515	Railway carriage	629	D6:9M25		
D525	Ship	623.813	D6:9M26		
D525	Submarine	623.823	D6:9M27		
D53	Air vehicle	629.133	D6:9M28		
D531	Dirigible	629.133.1	D6:9M29		
D535	Aeroplane	629.133.4	D6:9M30		
D6	Mechanical Engineering	621	D6:9M31		
D6:6	Machinery		D6:9M32		
D6:7	General machinery		D6:9M33		
D6:71	Lift	621.87774	D6:9M34		
D6:711	Jack derrick	621.878	D6:9M35		
D6:712	Elevator	621.877	D6:9M36		
			D6:9M37		
			D6:9M38		
			D6:9M39		
			D6:9M40		
			D6:9M41		
			D6:9M42		
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			D6:9M44		
			D6:9M45		
			D6:9M46		
			D6:9M47		
			D6:9M48		
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			D6:9M98		
			D6:9M99		
			D6:9M100		

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
73	Toothed gearing, cam	621.83	D8551	Mechanical treatment	618.16
74	Screw	621.8332	D85511	Settling	618.10
75	Spring	621.83	D85512	Filtration	618.10
76	Valve gear	621.84	D855121	Natural	618.10
77	Lubrication	621.89	D855122	Sand	618.10
78	Governor regulation and control		D855123	Domestic filter	
79	Speed and revolution indicator		D8552	Physical treatment	618.10
80	Dynamometer	531.21	D8553	Ultra-violet ray	618.10
81	Hydraulic engineering	621.9	D85530	Electrical	618.10
82	Water wheel	621.21	D85531	Chemical treatment	618.10
83	Piston engine		D856	Distribution	618.1
84	Turbine	621.24	D8561	Pumping station	618.12
85	Pneumatic engineering	621.3	D8562	Water tower	618.13
86	Windmill	621.45	D8563	Pipes	618.13
87	Turbine		D8564	Main pipe	618.13
88	Compressed air	621.48	D85641	Flange connection	618.17
89	Heat engine	621.4	D8566	Prevention of waste	618.17
90	Steam engine	621.2	D86	Sewage	618.2
91	Piston engine	621.652	D861	House connection	618.232
92	Turbine	621.163	D862	Sewer	618.23
93	Internal combustion engine	621.4	D863	Pumping station	618.29
94	Oil engine	621.4342	D864	Sewage disposal	618.3
95	Diesel engine	621.436	D8641	Irrigation, sewage farm	618.36
96	Gas engine	621.4341	D8642	Disposal into streams, etc.	618.3
97	Hot air engine	621.41	D8643	Purification	618.3
98	Electrical engineering	621.3	D8644	Septic tank	
99	Illumination	621.32	D85	Municipal refuse and waste	618.2
100	Direct current	621.3132	D882	House collection	618.232
101	Alternating current	621.3133	D883	Street cleaning	618.46
102	Weak current	621.38	D884	Refuse disposal	618.44
103	Telegraphy	621.382			
104	Telephone	621.385	E	Chemistry	54
105	Wireless, high frequency	621.384	1 1	General	54
106	Television	621.388	E 2	Physical	541.3
107	Broadcasting	621.3841-43	E 22	Solution	541.34
108	Atomic power		E 235	Colloid	541.3452
			E 24	Thermochemistry	541.36
			E 25	Photochemistry	541.37
			E 26	Electrochemistry	541.37
			E 27	Metallurgy	541.37
			E 28	Stoichiometry	541.37
			E 29	Analytical chemistry	543
			E 3	Synthesis	543.9
			E 4	Extraction	574.19
			E 5	Biochemistry	541.2
			E 6	Manipulation	
			E 7	Inorganic	546
			E 8		
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C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
R3	Acid	341.4	G 67	Reproduction	374.16
R4	Salt	341.4	G 7	Ontogeny	375.6
E5	Organic chemistry	347	G1	Life	377.3
			G13	Cell	376.3
R63	Carbohydrate	347	G116	Gene	376.3
R6392	Starch	347	G12	Tissue	376.3
R6394	Cellulose	347	H	Geology	55
R7	Aromatic compound	347.25	H1	Mineralogy	349
E9	Biob substance	347	H118	Crystallography	348
E92	Alkaloid	347	H19	Precious stone	353.8
E912	Protein	347	H2	Petrology	352
E94	Pat	347	H3	Structural geology	351.8
E95	Pigment	347	H36	Mountain for mation	351.43
E97	Vitamin	347	H4	Physiography	351
E992	Enzyme	347	H411	Volcano	35.21
E996	Hormone	347	H4132	Earthquake	351.33
F	Technology		H6	Paleontology	36
			H7	Economic geology	353
F182	Iron	669.1	H7.15	Prospecting	353
F191	Metallurgy	669	H7.155	Occurrence	353
6	Enamel	669.2	H7.16	Genesis	353
			I	Botany	58
J	Celluloid	679	I.12	Flora	381.9
			I.1202	Indian flora	381.054
F31	Alcohol	663.1	I.14	Lat	
F347	Wine	663.2	I.18	Morphology	3.14
F348	Beer	663.4	I.2	Physiology	381.1
F35	Fuel	663.6	I.3	Ecology	381.5
F351	Coal	663.6	I.3	Reproduction	381.6
F355	Petroleum	663.9	I.37	Embryology	381.3
F3552	Petrol	663.5	I.2	Algae	389.3
F3591	Matches	663.5	I.23	Fungi	389.13
F3594	Explosive	663	I.235	Mushroom	635.8
F36	Drug	615.1	I.24	Moss	583.65
F373	Artificial silk		I.5	Flowering plants	583
F38	Dye	667.2	J	Agriculture	63
F393	Paint	667.6	J.1	Soil	631.4
F394	Poison		J.1.1	Reclamation	631.45
F491	Candle	665.1	J.1.2	Levelling	63.51
F496	Soap	668.1	J.1.3	Building	631.5
G	Biology	57	J.1.4	Ploughing	631.512
			J.1.5	Croasting	631.5
G.14	Microscopy	578	J.12	Manure	631.8
G.2	Morphology	374.4	J.2.1	Classification	631.2
G.3	Physiology	374	J.2.2	Gathering	63.811
G.33	Metabolism	374.15	J.2.3	Compositing	631.875
G.316	Pathology	613.24	J.2.35	Storing	631.812
G.374	Fatigue	612.88	J.2.8	Applying	631.876
G.374	Ecology	375.3	J.2.31	Spreading	631.816
G.383	Parasitism	374.11			
G.38	Migration				
G.6	Genetics	375			
G.61	Heredity	375.1			
G.64	Hybridisation	375.1			
G.66	Evolution	3.5			

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
237	Plant manuring	631.816	135	Seasonal measure	632.12
238	Refuse	631.84	37	Weeding	631.313
239	Sweepings	631.86	1301	Pruning	631.342
240	Farmyard manure	631.86	132	Mixed cropping	631.35
241	Green manure	631.874	503	Crop rotation	631.32
242	Oil cake	631.847	7	Harvesting	631.85
243	Fish, guano	631.854	1	Gardening	633
244	Bone meal	631.852	2	Animal food crop	633
245	Chemical manure	631.85	245	Maize	633.15
246	Potassic	631.89	1251	Grass	633.15
247	Nitrogenous	631.84	128	Flower gram	633.2
248	Phosphatic	631.85			
Also Each of the divisions from 1 to 146 may be further subdivided according to the way in which measure is operated on the analogy of the further subdivision of J 2.			13	Food crop	633
<i>Examples</i>			1321	Potato	633.491
249	Storing of farmyard manure	63.86	1322	Brewer's pot to	633.492
250	Classification of green manure	631.86	1323	Yam	633.53
251	Applying of nitrogenous manure	631.86	1324	Indian kale	633.546
3	Propagation method	631.83	1325	Onion	633.55
31	Seed	631.531	1326	Garlic	633.502
31.3	Sowing	631.5311	1327	Beetroot	633.41
32	Seedling	631.5471	1328	Carrot	633.43
32.4	Planting seedling	631.536	1329	Sugar cane	633.61
33	Cutting	63.535	1330	Greens	633.4
34	Grafting	631.541	1331	Cabbage	633.34
			1332	Beta	633.6
			1333	Cardiower	633.35
4	Disease	632	137	Fruit	634
41	Flood	632.7	1371	Apple	634.11
41.5	Prevention	632.7	1372	Orange	634.31
42	Rescue	63.17	1373	Melon	633.61
43	Drought	632.1	1374	Banana	631.773
4123	Fungous disease	632.4	1375	Grape	634.8
4123.3	Prevention	63.4	1376	Mango	631.441
4123.6	Rescue	32.4	1377	Beam	633.65
4K60	Insect disease	3.7	1378	Jack	634
4K60.3	Prevention	632.7	1379	Pamarind	634.401
4K60.6	Rescue	632.7	1374	Y	634.5
5	Crop development	631.54	138	Cereal	633.1
51	Heating	631.516	1381	Rice	631.18
52	Water supply and drainage	631.6	1382	Wheat	633.11
53	Temperature regulation	632.1	1383	Oat	633.13
			1384	Barley	633.16
			1385	Millet	633.17
			1386	Gram	633.65
			1387	Tea	633.72
			1388	Tobacco	633.71
			1389	Coffee	633.73
			1390	Cocoa	633.74
			1391	Poppo	633.75
			1392	Asiatic	
			1393	Carry le 1	633.71
			1394	Clover	633.8
			1395	Chiff	6

C. C. Number	Subject	D. C. Number	C. C. umber	Subject	D. C. Number
672	Cardamom	633 362	K96	Bird	598.2
673	Coriander	633 75	K97	Mammal	599
681	Pepper	633 841			
682	Mustard	633 844	L	Medicine	61
718	Rubber	634-9865			
741	Jute	633 34	L.31	Nursing home	
742	Hemp	633-33	L.14	Hospital	
743	Flax	633 32	L.15	Sanatorium	613.13
771	Cotton	633 11	L.2	Morphology	611
921	Turmeric	633.82	L.3	Physiology	612
961	Rose	633.812			
981	Groundnut	633 36	L.4	Disease	616
982	Cocunut	634.61			
983	Sesame	633 85			
986	Soyabean	633 34			

Note Each of the divisions from J1 to J983 may be further sub-divided on the analogy of the subdivisions of bare J for soil manure etc.

Examples

J31-243	Applying chemical manure to potato	633-401
	Planting sugarcane seedling	633.61
4123	Fungous disease of apples	634 71
377	Racoon of mango	
426:6	from insect disease	634 441
J381-43.3	Prevention of flood for rice	633-18
J961 391	Pruning of rose	633 812

In D. C. such subjects cannot be individualised.

JA	Forestry	634 9
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Individual trees may be represented by the Alphabetical Device

K	Zoology	59
K.12	Fishes	591.9
K.12.2	Indian fishes	591 954
K.13	Description	
K.2	Morphology	591 4
K.3	Physiology	591 1
K.5	Ecology	591 5
K.35	Migration	591 53
K.73	Embryology	591 3
K1	Invertebrate	592
K6	Worm	593.1
K7	Mollusc	594
K86	Insect	595.7
K9	Vertebrate	596
K91	Fish	597
K93	Amphibian	597.6
K94	Reptile	598

Note Each specific disease may be further divided as L: 4

Examples

L.421.2	Etiology of tuberculosis	616.99501
L.4725.	X ray treatment of cancer	616.991
L.473 7	Surgery for hernia	616.34
L.5	Public health	614
L.51	Vital statistics	614.1
L.52	State control	614.2
L.521	Habitation	613.5
L.522	Animal	614.9
L.523	Food	614.31

Subject	D C Number	C C Number	Subject	D C Number
Preventive measure	614.44	L6	Ductless glands	
Public hygiene	614.7	L6:4261	Kala-azar	
Personal hygiene	613	L7	Nervous system	
Residence	613.3	L7.3	Neurasthenia	616.843
Recreation	613.7	L7.32	Insomnia	613.86
Food	613.2	L7.1	Brain	
Stimulant	613.8	L7.1.453	Epilepsy	616.833
Toilet	616.7	L7.2	Spinal cord	
Clothing	616	L7.2.4241	Tetanus	616.854
Sleep	613.79	L7.6:411	Paralysis	616.842
Pharmacognosy	615	L8	Bone	
Pharmacology	615.1	L8.1.463	Ricket	616.996
Pharmacopoeia	615.11	L8.7	Skin	
Materia medica	615.1	L9	Child medicine	618.92
Pharmacy	615.4	L9.1	Women medicine	618
Physical fitness		L9.3	Obstetrics	618.1
Regional		L9.3.3	Foetus	
Obesity	6 6 39	L9.3.32	Abortion	618.39
Ear		L9.5.34	Labour	618.4
Eye		L9.5.35	Gynaecology	618.1
Joint		L9.5.4	Tropical medicine	
Digestive system		L9.6		
Mouth		LA	Ayurveda	618.89 ✓
Teeth		LB	Siddha	615.89
Throat		LC	Unani	615.89
Intestine		LD	Homeopathy	615.53
Typoid	616.917	LE	Naturopathy	615.85
Dysentery	616.933	Note: Any class from L1 to LM can be further divided as L itself		
Cholera	616.932	Examples		
Hook worm	616.965	L44.415.3	Diagnosis of bronchitis	616.85075
Constipation	616.34	LA.291	Ayurvedic cure for jaundice	615.89
Diarrhoea	616.34	453.6	Curing	616.1
Jawdise	616.36	L9.3.47		
Diabetes	616.63	M	Useful arts	6
Circulatory system				
Heart				
Blood				
Anaemia	616.13	M1	Book production	
Malaria	616.936	M1.3	Paper making	676
Elephantiasis	616.42	M1.4	Printing	635
Plague	616.923	M1.4.6	Typewriting	651.2
Respiratory system		M1.5	Bindi	635.53
Influenza	616.803	M2	Journals	670.324
Whooping cough	616.804	M3	Home science	64
Moss	616.931	D3.3	Cooking	641.5
Diphtheria	616.83	M4	Seamstress	
Bronchitis	616.23	M5	Carpentry	644
Asthma		M6	Glass industry	666.1
Lungs				
Pulmonary tuber		M7	Textile	677
culeosis	616.925			
Tuberculosis	616.241	M7.1	Spinning	677
Oculo-urinary system		M7.2	Weaving	
Female genital organ		M7.1	Cotton	
		M7.2	Wool	
		M7.3	Silk	

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
M8	Tailoring	68 1	Δ 24	K rna	
M92	Masonry	693	Δ 25	Rhakti	
M95	Photography	77	Δ 26	Raja	
M97	Leatherwork	675	Δ 28	Siddha	
MJ7	Ropemaking	677 7			
MK	Animal husbandry	436	N	Fine Arts	7
MK31	Dairy	637	N 1	Architecture	73
MK31 71	Milk	617 1	N 1 1	Town pl aning	711
MK31 73	Butter	637 2	N 2	Sculpture	73
MK332	Fishery	630.3	N 3	Engraving	76
MK35	Poultry	636.5	N 4	Gr phic art	74
MK442	Horse	636 1	N 5	Painting	75
M 54	Pet animals	636	N 7	Dance	793
MK341	Dog	636 7	N 8	Music	78
MK342	Cat	636 6			
MK611	Bee	638 1	N 82	Wind instrument	788
MK771	Silkworm	638	N 822	Flute	788.5
M7	Shorthand	633	N 291	Harmonium	786-9
MY1	Physical training	796	N 83	Stringed instrum-ent	787
MY12	Callisthenics	796.41			
MY19	Heavy exercise	796 43	N 831	Veena	787.4
MY13	Gymnastics	796 4	N 832	Violin	787 1
MY2	Athletics	796	N 834	Piano	786.2
2121	Football	796 33	M 84	Per percussion instrum-ent	789.1
2131	Tennis	796 36			
2132	Badminton	796 34	N 841	Drum	789
MY2141	Cricket	796.358	N 89	Vocal	784
MY22	Competitive sport	796 07	N 91	Theatre	792
MY23	Aquatic sport	797	M 915	Cinema	
MY 31	Swimming	797 2	N 9153	Talkie	778.5344
MY3	Indoor game	793	M 918	Kalakhshapa	
MY31	Card play	793 4			
MY4	Jugglery	793 5			
MY5	Animal racing	798 8			
MY6	Hunting	799 2			
MY7	Scouting	799 43			
MY974	Stamp collection	853 22			

In what follows English is taken as the favoured language

Δ	Spiritual exper-ience and mystic-ism	189 5	○	English literature II	
Δ 34	Breath control		○ 1	English poetry	821
Δ 8	Occultism	19.3	○-1K09	J hn Milton	821 47
Δ 8 10	spiritua ism	130 1634	○-1K03 6	Paradise lost	821 47
Δ 86	Prophecy	133 3	○-1K88	Alexander Pope	821 53
Δ 861	Physiognomy	38	○ 1M09	Alfred Tennyson	821.81
Δ.8617	Palmistry	33.6	○-1L09	Elizabeth Barrett Browning	821.43
Δ 86 8	Phrenology	39	○-1M12	Robert Browning	821 81
Δ 864	Astrology	33-5	○-1M01	Rabindra Nath Tagore	821.91
Δ.8692	Omen	11 334	○-1M841	John Drinkwater	821 91
Δ:87	Magic and witchcraft	133 4	○-1M551	Ilara Pound	82.01
Δ 2	Hindu yoga		○-2	English Drama	822
Δ-22	H th		○ 2J61	William Shakespeare	822 33
Δ:23	Jnana				

C. C Number	Subject	D. C. Number	C. C Number	Subject	D. C. Number
Q-31	God	2	Q141	Sannakiya	291 1
Q-311	Isasara	2	Q141 24	Prasna upanishad	291 1
Q-313	Isasara	2	Q141 25	Manduka upanishad	291 1
Q-32	Angel, devil etc.	2	Q141 26	Mandukya upanishad	291 1
Q-33	Founder of religion	2			
Q-4	Religious practice	2	Q2	Hinduism (Post Vedic)	294 5
Q-41	Personal	2			
Q-417	Namavali	2	Q21	Smartism	294 5
Q-418	Sacred formulas	2	Q21 2121	Parushasukta	294 5
Q-4192	Ritual	2	Q21 22	Puranas	294 5
Q-4193	Pilgrimage	2	Q21 231	Brahma	294 5
Q-42	Sacrament	2	Q21 232	Markandeya	294 5
Q-43	Holy day	2	Q21 233	Bhavisya	294 5
Q-43	Public Worship	2	Q21 2 31	Bhavisyottara	294 5
Q-494	Sacrifice	2	Q21 2-4	Vamana	294 5
Q-496	Holywater	2	Q 1 235	Br h mada	294 5
Q 5	Religious institu- tion	2	Q21 2351	Adhyatma Rama yana	294 5
Q 7	Religious sect	2	Q 1 3252	Rama Gita	294 5
Q1	Hinduism (Vedic)	291 1	Q21 236	Yogavamshta Ramayana, Jnana vaidya	294 5
Q1 21	Samkhya	291 1	Q21 237	Ananda Ramayana	294 5
Q1 22	Brahmana	291 1	Q21 2 6	Adhuta Ramayana	294 5
Q1 23	Aranyaka	291 1			
Q1 24	Upanishad	291 1	Q22	Vaishnavism	294 53
Q1 24	Kalp Sutra	291 1	Q22w1 1	Mahipati Bhakta vija	294 53
Q1 24	Rig v d c religion	291 1	Q22w1 2	Mahipati Bhakta bhaktas	294 53
Q1 24	Altreym	291 1	Q22w1 3	Chandrad ita Bhak amala	294 53
Q1 24	Krusat km	291 1	Q22 22	Vashnav Puranas	294 53
Q1 24	Sankhavya Brah mana	291 1	Q 2 221	Poema	294 53
Q1	Yajurvedic reli- gion	291 1	Q22 2211	Siva Gita	294 53
Q1 21	Bhik	291 1	Q22 222	Vishnu	294 53
Q 25	Taittiriya	291 1	Q22 223	Bhagavata	294 53
Q12 24	Ekagnikanda, Man- traprasna Mantra pata	291 1	Q22 224	N rada	294 53
Q13 25	N rayana upanishad	291 1	Q 22 221	Narada-upapu rana	294 53
Q13 26	Swastawara	291 1	Q22 2 5	Brahma Val a- ritia	294 53
Q137	Mathyandina	291 1	Q 226	Vareha	294 53
Q137 22	Satapata Brahman	291 1	Q 2 227	Garoda	294 53
Q137 24	Brabaderany na upa bhad	291 1	Q22 2271	Vashnu harmot tara	294 53
Q13 25	Isavasya upanishad	291 1	Q22 228	Haritamasa	294 53
Q13	Samavedic	291 1	Q22 229	Kalki	294 53
Q131	Tandin	291 1	Q22 2292	Nazalimba	294 53
Q131 235	Chandogy Brah man	291 1	Q22 2293	Bharya	294 53
Q131 24	Chandogya up anishad	291 1	Q22 41 1	Nalaytra bandha	294 53
Q132	Jaiminiya	291 1	Q22	Vishnu sabatra- nama	291 53
Q 32 24	Kena upanishad	291 1	41 3 1		
Q14	Atharvavedic reli- gion	291 1			
Q14 1	Upanishad Brahman	291 1			

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
Q3	Saivism	294.35	Q4	Buddhism	293
Q34	Saikhism	294.36	Q41	Hinayana	293.3
Q34.1	Radra	294.35	Q41	Triptaka	293.3
Q34.2	Camake	294.35	Q42	Mahayana	293.4
Q34.3	Parana	294.35	Q43	Judaim	96
Q34.4	Ragu	294.35	Q4	Christianity	2
Q34.5	Agri	294.35	Q4.1	Bible	
Q34.6	Linga	294.35	Q4.2	Old Testament	221
Q34.7	Getasa	294.35	Q4.3	New Testament	22
Q34.8	Gadisa Otta	294.35	Q4.4	St. Matthew	225.2
Q34.9	Mataya	294.35	Q4.5	St. Mark	225.3
Q34.10	Ekanda	294.35	Q4.6	St. Luke	225.4
Q34.11	Buta Samhita	294.35	Q4.7	St. John	225.5
Q34.12	Brahma Otta	294.35	Q7	Mahomedanism	297
Q34.13	Kutma	294.35	Q7.1	Quran	297
Q34.14	Iwara Otta	294.35	R	Philosophy	1
Q34.15	Saura	294.35	R1	Logic	16
Q34.16	Siva	294.35	R1.1	Ind. class	161
Q34.17	Tevaram	294.35	R1.2	Deduction	16
Q34.18	Agastya Saivism	294.35	R1.3	Epistom. logy	1
Q34.19	Kashmir Saivism	294.35	R1.4	Metaphysics	11
Q34.20	Vijaya Saivism	294.35	R1.5	Ethics	17
Q24	Ganapatyism	294.35	R1.6	Indian ethics	
Q25	Saktism	294.35	R1.7	Aesthetics	
Q25.1	Sankarasa	294.35	R1.8	Indian Philosophy	181.4
Q25.2	Adhyatma	294.35	R1.9	Hindu philosophy	181.4
Q25.3	Brahm	294.35	R1.10	Vyasa, Valmiki	181.4
Q25.4	Durgachakra	294.35	R1.11	Valmiki	181.4
Q25.5	Parana	294.35	R1.12	V. ya	181.4
Q25.6	Devabaga etc	294.35	R1.13	Sankhya, Yoga	181.4
Q25.7	Brahmacharya	294.35	R1.14	Sankhya	181.4
Q25.8	Kahika	294.35	R1.15	Yoga	181.4
Q25.9	Lalitopah	294.35	R1.16	Purva mīmamsa	181.4
Q25.10	Devanabhatya	294.35	R1.17	Bhāṭṭa mīmamsa	181.4
Q25.11	Lalitopah	294.35	R1.18	Prabhakara mīmamsa	181.4
Q25.12	Lalitopah	294.35	R1.19	Vedanta	181.4
Q25.13	Lalitopah	294.35	R1.20	Upanishad	181.4
Q25.14	Lalitopah	294.35	R1.21	Brahmānyaka	181.4
Q25.15	Lalitopah	294.35	R1.22	Chandogya	181.4
Q25.16	Lalitopah	294.35	R1.23	Brahma sutra	181.4
Q25.17	Lalitopah	294.35	R1.24	Beg. ad. Giti	181.4
Q25.18	Lalitopah	294.35	R1.25	Advaita	181.4
Q25.19	Lalitopah	294.35	R1.26	Pratyakha (Karmika)	181.4
Q25.20	Lalitopah	294.35	R1.27	Vishvānātha	181.4
Q25.21	Lalitopah	294.35	R1.28	Vedānta	181.4
Q25.22	Lalitopah	294.35	R1.29	Pratyakha (Karmika)	181.4
Q25.23	Lalitopah	294.35	R1.30	Vishvānātha	181.4
Q25.24	Lalitopah	294.35	R1.31	Vedānta	181.4
Q25.25	Lalitopah	294.35	R1.32	Pratyakha (Karmika)	181.4
Q25.26	Lalitopah	294.35	R1.33	Vishvānātha	181.4
Q25.27	Lalitopah	294.35	R1.34	Vedānta	181.4
Q25.28	Lalitopah	294.35	R1.35	Pratyakha (Karmika)	181.4
Q25.29	Lalitopah	294.35	R1.36	Vishvānātha	181.4
Q25.30	Lalitopah	294.35	R1.37	Vedānta	181.4
Q25.31	Lalitopah	294.35	R1.38	Pratyakha (Karmika)	181.4
Q25.32	Lalitopah	294.35	R1.39	Vishvānātha	181.4
Q25.33	Lalitopah	294.35	R1.40	Vedānta	181.4
Q25.34	Lalitopah	294.35	R1.41	Pratyakha (Karmika)	181.4
Q25.35	Lalitopah	294.35	R1.42	Vishvānātha	181.4
Q25.36	Lalitopah	294.35	R1.43	Vedānta	181.4
Q25.37	Lalitopah	294.35	R1.44	Pratyakha (Karmika)	181.4
Q25.38	Lalitopah	294.35	R1.45	Vishvānātha	181.4
Q25.39	Lalitopah	294.35	R1.46	Vedānta	181.4
Q25.40	Lalitopah	294.35	R1.47	Pratyakha (Karmika)	181.4
Q25.41	Lalitopah	294.35	R1.48	Vishvānātha	181.4
Q25.42	Lalitopah	294.35	R1.49	Vedānta	181.4
Q25.43	Lalitopah	294.35	R1.50	Pratyakha (Karmika)	181.4
Q25.44	Lalitopah	294.35	R1.51	Vishvānātha	181.4
Q25.45	Lalitopah	294.35	R1.52	Vedānta	181.4
Q25.46	Lalitopah	294.35	R1.53	Pratyakha (Karmika)	181.4
Q25.47	Lalitopah	294.35	R1.54	Vishvānātha	181.4
Q25.48	Lalitopah	294.35	R1.55	Vedānta	181.4
Q25.49	Lalitopah	294.35	R1.56	Pratyakha (Karmika)	181.4
Q25.50	Lalitopah	294.35	R1.57	Vishvānātha	181.4
Q25.51	Lalitopah	294.35	R1.58	Vedānta	181.4
Q25.52	Lalitopah	294.35	R1.59	Pratyakha (Karmika)	181.4
Q25.53	Lalitopah	294.35	R1.60	Vishvānātha	181.4
Q25.54	Lalitopah	294.35	R1.61	Vedānta	181.4
Q25.55	Lalitopah	294.35	R1.62	Pratyakha (Karmika)	181.4
Q25.56	Lalitopah	294.35	R1.63	Vishvānātha	181.4
Q25.57	Lalitopah	294.35	R1.64	Vedānta	181.4
Q25.58	Lalitopah	294.35	R1.65	Pratyakha (Karmika)	181.4
Q25.59	Lalitopah	294.35	R1.66	Vishvānātha	181.4
Q25.60	Lalitopah	294.35	R1.67	Vedānta	181.4
Q25.61	Lalitopah	294.35	R1.68	Pratyakha (Karmika)	181.4
Q25.62	Lalitopah	294.35	R1.69	Vishvānātha	181.4
Q25.63	Lalitopah	294.35	R1.70	Vedānta	181.4
Q25.64	Lalitopah	294.35	R1.71	Pratyakha (Karmika)	181.4
Q25.65	Lalitopah	294.35	R1.72	Vishvānātha	181.4
Q25.66	Lalitopah	294.35	R1.73	Vedānta	181.4
Q25.67	Lalitopah	294.35	R1.74	Pratyakha (Karmika)	181.4
Q25.68	Lalitopah	294.35	R1.75	Vishvānātha	181.4
Q25.69	Lalitopah	294.35	R1.76	Vedānta	181.4
Q25.70	Lalitopah	294.35	R1.77	Pratyakha (Karmika)	181.4
Q25.71	Lalitopah	294.35	R1.78	Vishvānātha	181.4
Q25.72	Lalitopah	294.35	R1.79	Vedānta	181.4
Q25.73	Lalitopah	294.35	R1.80	Pratyakha (Karmika)	181.4
Q25.74	Lalitopah	294.35	R1.81	Vishvānātha	181.4
Q25.75	Lalitopah	294.35	R1.82	Vedānta	181.4
Q25.76	Lalitopah	294.35	R1.83	Pratyakha (Karmika)	181.4
Q25.77	Lalitopah	294.35	R1.84	Vishvānātha	181.4
Q25.78	Lalitopah	294.35	R1.85	Vedānta	181.4
Q25.79	Lalitopah	294.35	R1.86	Pratyakha (Karmika)	181.4
Q25.80	Lalitopah	294.35	R1.87	Vishvānātha	181.4
Q25.81	Lalitopah	294.35	R1.88	Vedānta	181.4
Q25.82	Lalitopah	294.35	R1.89	Pratyakha (Karmika)	181.4
Q25.83	Lalitopah	294.35	R1.90	Vishvānātha	181.4
Q25.84	Lalitopah	294.35	R1.91	Vedānta	181.4
Q25.85	Lalitopah	294.35	R1.92	Pratyakha (Karmika)	181.4
Q25.86	Lalitopah	294.35	R1.93	Vishvānātha	181.4
Q25.87	Lalitopah	294.35	R1.94	Vedānta	181.4
Q25.88	Lalitopah	294.35	R1.95	Pratyakha (Karmika)	181.4
Q25.89	Lalitopah	294.35	R1.96	Vishvānātha	181.4
Q25.90	Lalitopah	294.35	R1.97	Vedānta	181.4
Q25.91	Lalitopah	294.35	R1.98	Pratyakha (Karmika)	181.4
Q25.92	Lalitopah	294.35	R1.99	Vishvānātha	181.4
Q25.93	Lalitopah	294.35	R1.100	Vedānta	181.4

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
R68	Dvaita	181.4	<i>Examples</i>		
<i>Note</i> R66 to R68 may be further divided as R65			81.43	Memory of children	136.7
R69	Other Indian schools	181.4	838.5	Emotion of old people	136.53
R691	Charvaka	181.4	855.76	Intuition of women	136.1
R692	Jaina	181.4	861.75	Temperament of genius	151.114
R694	Buddhist	181.4	967.96	Drug habit of criminals	132.0
S	Psychology	15	<i>Schools of Psychology</i>		
S.2	Sensation	153	SM	Experimental	150.71
S.31	Attention	153.733	SM9	Psychoanalytic	131.34
S.34	Work, fatigue	38.7	SN	Gestalt	150.1914
S.4	Cognition	153	SH1	Behaviourism	150.1943
S.43	Memory	154	SV3	Field	
S.44	Reasoning	153.6	<i>Note</i> Divisions SM to SH may be divided like ■ provided that a comma ■ put before the digits for child molestation, etc. in case these divisions occur		
S.47	Opinion		<i>Examples</i>		
S.5	Emotion	157	SM9.5	Psychoanalysis of emotion	137
S.6	Conation	158	SM9.61	Psychoanalysis of idiot	32.2412
S.7	Personality	157	SM9.61.736	Drug habit of idiot	132.2412
S.7	Intelligence	151	SV1.5	Emotion according to Behaviourism	150.1924
S.7	Ability	157.38	SN.38	■ behavioristic psychology of old people	150.1924
S.7	Character	157	SV.38.4	Emotion of old people according to Behavioristic psychology	150.1924
S.7	Temperament	157.4	<i>T</i> Education 37		
S.7	Intuition	156	<i>T</i> Building and culture 371.6		
S.78	Psychic powers		T.3	Teaching technique	371.3
S.791	Longevity		T.3.P1	Mother tongue	371.3
S.793	Endurance		T.31	Audio-visual	371.3
S.794	Immunity		T.39	Direct method	371.3
S.796	Drug habit	158.733	T.39.P5	Foreign language	371.3
S.8	Metapsychology	15	T.4	Method of instruction	371.3
S.81	Sleep	155.2	T.13	Study methods	374.21
S.811	Dream	155.2	T.5	Physical education	371.7
S.813	Hallucination	155.2	T.54	Medical illustration	371.712
S.815	Subconation	153.8	T.7	Social life	371.8
S.851	Hypnotism	154	T.8	Organization	371.1
S.852	Suggestion	154.23			
S.1	Child	150.7			
S.2	Adolescent	150.354			
S.3	Middle age	36.5			
S.35	Old age	37.33			
S.4	Vocational				
S.51	Male				
S.55	Female	15.1			
S.6	Abnormal	3			
S.61	Genius				
S.62	Idiot	3.4			
S.63	Insane	3			
S.65	Criminal	1.6			
S.7	Race	16.4			
S.8	Social	1.5			
S.91	Animals	1.115			

Note The classes S1 to S9 may be subdivided on the analogy of the subdivisions here

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
T24	Curriculum	373	U11	Cartograph	326.8
T46	Finance	1	U16	Season	323-34
T1	Pre secondary	372	U2	Physical geography	331
T13	Elementary	372	U21	Physiography	341
T	Secondary	373	U25	Oceanography	351.46
T3	Adult	374	U28	Meteorology	351.5
T4	University	378	U3	Biogeography	541
T53	Female	376	U4	Anthropogeography	549
T6	Abnormal		U49	Population	1
T64	Handicapped		U47	Human geography	9
T67	Deaf and dumb		U5	Political geography	9
T9T131	Rural	170 171	U6	Economic geogra- phy	300.9

Note: Each of the divisions T1 to T9 may be sub-divided on the analogy of the sub-division of bare T

Examples

T15T3P1	Teaching of mother tongue in elementary schools	372.6
T21T3	Teaching of modern language in secondary schools	373
T331	Audio-visual aids in adult schools	374
T4.46	University finance	378
T5544	Curriculum for girls schools	376
T9T1318	Organisation of rural schools	170 171
TL6	Kindergarten	170 18
TM1	Montessori	37 41
TM13	Project	373 36
TM2	Dalton Plan	37 194
TM3	Wardha	

Note: TM divisions TL4 to TM3 may be divided like T provided that comma is put before the digits for Pre-secondary Secondary Rural etc. in case these divisions occur

Example

TM123	Montessori technique for teaching in secondary school	372.31
TM534	Teaching of history in Dalton plan	373 104
TM2.3	Teaching history in adult schools by Dalton plan	374
U	Geography	91
U1	Mathematical geography	542

Note: Whenever needed after any of the numbers U1—U8 a dot followed by an appropriate geographical number may be added. The resulting number a dot followed by the chronological number may also be added

Examples

U1	Physical geography of India	31
U1341	Meteorology of Assam	35.5
U52N3	Political geography of India in 195	9.5.4
U645H	Trade routes of Europe in the 14th century	187.4
U8K6	World travel in 600	1

V History 9

The classification of history is illustrated mostly for the India of today. For the other periods of Indian history the focus in the chronological facet which follows the dot should be suitably changed. Some examples are added for history of other countries the focus in the geographical facet which comes immediately after V should also be appropriately changed

U1K	Language of V. V. V.	321.1
U1M4	United Nations	341.1
U21F3	Political history of India in 195	751
U21L3	Political history of India in 1750-5	951
U11N3	Political history of India brought up to date	

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
V2.1 N5	Home policy	934	W 915	Peace	
V2.17 N5	Colonial policy	323 334	W 915.1	Disarmament	341.6
V2.19 N5	Foreign policy	327 34	W4	Monarchy	321.6
V2.2 N5	Constitution	342 34	W46	Limited monarchy	321.7
V2.22 N5	Executive	328 34	W6	Democracy	321.8
V2.23 N5	Legislature	329 34	W64	Dictatorship	321.8
V2.24 N5	Party	329 34	W69.1	Communism	321.6
V2.24M	Congress Party	925.2	W7	Utopia	321.07
85			W81	Revolution	321.09
V2.24W	Mahatma Gandhi		W87	Passive resistance	321.09
M69					
V2.25 N5	Civics	325 454			
V2.26 N5	Local Body	322.051			
V2.7	Archaeology	913 54			
V2.72	Inscription	4 1			
V2.8	Archives	333			

Other Examples

V3.33	History of British Parliament brought upto 1930s	
V3.72	British Inscriptions 4 1	
V3.72 Mo	Constitution of the United States brought upto 1900s	342 73
V3.71	Mexican Archaeology	913.72

In the case of foreign policy of a country towards another country the problem focus should be followed successfully by the number for the latter country

Example

V2.90.1	India's Chinese policy brought upto 1900s	4 1
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W Political Science

W 1	Election	1 1
W 2	Part of government	1
W 21	President	111
W 2	Executive	1 8
W 23	Legislature	1 4 3
W 24	Party organization	1
W 25	Local bodies	11
W 27	Judiciary	15 91
W 28	Administration	15
W 3	Functions of government	1
W 5	Civics	1 1
W 9	Foreign relation	1
W 911	Diplomacy	11 7
W 914	War	14 1

Note Each of the divisions W4 W9 may be further subdivided on the analogy of the subdivision of bare W

X	Economics	33
X 1	Consumption	339.4
X 16	Standard of living	339.4.1
X 17	Economic conservation	339.49
X 2	Production	338.01
X 27	Resources	339.49
X 3	Distribution	339.2
X 31	National income	339.3
X 38	Functional distribution	339.23
X 322	Rent	339.23
X 323	Commission	339.23
X 326	Interest	339.23
X 3 8	Profit	339.23
X 329	Wage	339.23
X 3M	Socialism	335
X 4	Transporting	
X 4	Freight	653.743.1
X 44b	Freight	656
X 45	Warehousing	
X 5	Commerce	38
X 51	Marketing	658.83
X 5 2	Advertising	659.1
X 512.1	Cash selling	659.25.4
X 52	Retailing	653.87
X 53	Tariff	337
X 531	Protection	337.3
X 533	Free trade	337
X 535	Export duty	337.31
X 537	Import duty	337.34
X 54	Export and import	382
X 545	Export	382
X 546	Import	382
X 57	Foreign exchange	332.41
X 57.1	Balance of trade	33 131
X 6	Internal trade	331
X 6	Financing	332
X 7	Value	335
X 73	Supply and demand	340.11
X 74	Business cycle	350.124
X 74.1	Boom	338.54

C. C. Number	Subject	D. C. Number
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The law of any particular community can be got by adding to Z the community number as illustrated below

ZQ2	Hindu law
ZQ7	Muslim law

The law of any country or community can be divided on the analogy of the divisions of Z3 Indian Law

Examples

Z3 211	English Law of	
	reality	347 3
Z33 3	French law of com	
	tracts	319 447 4
Z73 4	U. S. States Law	
	of Torta	347 5

52 Common Sub-divisions

a	Bibliography	
b	Profession	
	Laboratories obser	
	vatories	072
	Museums, exhibi-	
	tions	074
	M. p. classes	084
	Institutions	0713
	Cyclopaedias dic	
	tionaries concor	
	dances	03
	Periodicals	03
	Yearbooks direc-	
	tories calendars	
	almanacs	038
p	Conferences, cong	
	resses conventions	063
q	Bill acts, codes	
	Government depart	
	mental reports and	
	similar periodical	
	reports of corpo	
	rate bodies	00039
	Statistics	0003
t	Communication com	
	munications	06
u	Travels expedi-	
	tions surveys or	
	similar descriptive	
	accounts explorat	
	tions, topography	
v	History	>
w	Biography letters au	
x	Collected works	
	selection	09

The common sub-divisions may be applied after any class number. The

C. C. Number	Subject	D. C. Number
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examples in section 56 illustrate incidentally the way in which some of the Colon Common Sub-divisions may be amplified by geographical and chronological facets.

53 Geographical Divisions

1	World
1	Empire
1-3	British Empire
1-83	Roman Empire
18	Pacific countries
15	Atlantic countries
181	Mediterranean coun-
	tries
16	Frigid zone
183	South frigid zone
187	North frigid zone
17	Temperate zone
173	South temperate zone
177	North temperate zone
18	Tropical zone
183	South tropical zone
187	North tropical zone
18	Physiographic divi-
	sions
191	Land region
1911	Desert
1912	Cave
1913	Sand dune
1914	Prairy
1915	Rain forest
192	Island
193	Marshes coastal re-
	gion
194	Sumarine region
195	Watery region
1951	Fresh water
19517	River
19518	Lake
1953	Sea water
196	Mountain region
198	Atmosphere
1984	Stratosphere
1988	Ionosphere
1991	Eastern hemisphere
1992	Southern hemisphere
1993	Western hemisphere
1997	Northern hemisphere
1P111	English speaking
	countries
1Q	Muslim countries
2	Other countries
	(India)

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
1-3	Indian India		23121	Dharwar	
1-53	French India		23131	North & Kara	
1-543	Portuguese India		23141	Belgaum	
11	Madras (excluding the Indian States)		23142	Bengal	
111	Eastern districts		23143	Savarnad	
1111	Madras		23144	Kolhapur	
11111	Chingapat		23151	Ratnagiri	
1113	Southern districts		23152	Kolabo	
1114	Tanjore		23153	Satara	
1122	Ramnad		23154	Anandh	
1132	Tinnevely		23155	Bhor	
1134	Madura		23156	Poona	
1135	Trichinopoly		23157	Thane	
1136	Coimbatore		23158	Jawhar	
1137	Nilgiris		23161	Surat	
1138	West Coast		23162	Broach	
1139	Malabar		23163	Kathiswar	
1134	South Kanara		23164	Palanpur	
116	Ceded Districts		23165	Mahdanta	
1161	Cuddapah		23171	Khandesh, West	
1162	Anantapur		23172	Khandesh, East	
1163	Bellary		23173	Nank	
1163	Kurnool		23181	Ahmedabad	
1178	Andhra Desh		23182	Baroda	
1181	Nellore		23183	Kaira	
1182	Guntur		23184	French Mahals	
1183	Kistna		23185	Rewakantha	
1184	Godavari, West		232	Baluchistan	
1185	Godavari, East		23211	Kachhu	
1186	Vizagapatam		23212	Jhalawan	
1187	Ganjam (Delore 1938)		23231	Lasbela	
119	Central districts		23232	Makran	
1191	Salem		23233	Kharan	
1192	North Arcot		23234	Chayal	
1193	Chittoor		23235	Sarawan	
12	South (a chulana Madras)		23271	Zhob	
121	Pudukkote		23272	Loralai	
122	Travancore		233	Shad	
123	Cochin		233	North West Frontier	
124	Mysore		23311	Kohat	
125	Hyderabad		23312	Banna	
126	Coorg		23313	Dera Ismail Khan	
121	Poona		23341	Agrotica and tribal tory res.	
13111	Ahmadnagar		2371	Harara	
13112	Sholapur		2372	Peshawa	
13113	Akalkot		236	Punjab	
13114	Jath		23611	Ambala	
13115	Jamkhadi		2361	Karnal	
13116	Bijapur		23613	Rohtak	

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
23621	Gurgaon		25232	Hamirpur	
23631	Hissar		25233	Jhansi	
23632	Montgomery		25234	Jalaun	
23633	Bahawalpur		25235	Etawah	
23641	Multan		25236	Kanpur	
23642	Muzaffargarh		25237	Fatehpur	
23643	Jhang		25241	Hardoi	
23644	Lyallpur		25242	Farrukhabad	
23651	Dera Ghasi Khan		25243	Malopuri	
23652	Mianwali		25244	Agra	
23653	Shahpur		25245	Mathura	
23654	Gujranwala		25246	Aligarh	
23656	Sheikhpura		25247	Etah	
23661	Gujrat		25251	Budam	
23663	Jhelum		25252	Dulandshahr	
23664	Attock		25253	Meerut	
23665	Rawalpindi		25254	Muzaffarnagar	
23671	Amritsar		25255	Moradabad	
23672	Sialkot		25256	Rampur	
23673	Gurudaspur		25257	Bareilly	
23674	Kapurthala State		25261	Saharanpur	
23681	Hoshiarpur		25262	Dehra Dun	
23682	Kangra		25264	Garhwal	
23683	Chamba		25265	Almora	
23684	Simla		25266	Nainital	
23685	Sumla States		25267	Bijnor	
23686	Mandi and Soker		25271	Sitapur	
23687	Sirmur		25272	Shahjahanpur	
23691	Punjab States		25273	Pilibhit	
23691.1	Patiala		25274	Kheri	
23691.2	Ferozkot		25275	Bahraich	
23691.3	Ka na State		25276	Gonda	
23691.4	Dujana State		25281	Bareilly	
23692	Ferozepore		25282	Gorakhpur	
23693	Lahore		25291	Unao	
23694	Jullundur		25292	Lucknow	
23696	Ludhiana		25293	Bara Banki	
24	Himalayan regions		25294	Rae Bareilly	
241	Kashmir		25295	Sultanpur	
243	Nepal		25296	Fyzabad	
246	Sikkim		253	Bihar and Orissa (Before bifurcation 1926)	
247	Bhutan				
25	North India		25311	Santal Parganas	
251	Delhi		25312	Manbhum	
253	United Provinces		25315	Singhbhum	
25211	Azamgarh		25316	Dalaoore	
25212	Bellia		25331	Cuttack	
25213	Benares		2533	Angul	
25214	Obazipur		25336	Feudatory States of Orissa	
25.15	Jaunpur				
25221	Mirzapur	25332	Ranchi		
25222	Allahabad	25333	Palamau		
25223	Partapgarh	25335	Shahabad		
2531	Randa	25371	Baran		

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
25772	Champaran		26257	Dinajpur	
25773	Muzaffarpur		26271	Darjeeling	
25774	Darbhanga		26272	Jalpaiguri	
25775	Monghyr		26273	Cooch Behar State	
25776	Rhagalpur		26275	Bangali	
25777	Purnea		26291	Patna	
25791	Hazaribagh		26292	Farridpur	
25792	Gaya		26293	Jamshore	
25793	Patna		26295	Nadia	
			26296	Rajshahi	
254	Orissa (After bifurcation 1926)		271	Central Provinces	
2541	Cuttack		27111	Bilaspur	
2542	Puri		27112	Rajpur	
2543	Ganjam		27113	Kanker	
2544	Koraput		27114	Drug	
2545	Bambalpur		27121	Bastar	
2547	Balasore		27131	Nandgaon	
2548	Feudatory States of Orissa		27132	Chanda	
			27133	Yectmal	
257	Assam		27134	Akola	
25712	Naga Hills		27136	Nagpur	
25714	Manipur		27135	Wardha	
25731	Lushai Hills		27137	Bhandara	
25732	Sylhet		27141	Amraoti	
25753	Garo Hill		27142	Buldiana	
25771	Golapara		27143	Nimar	
25772	Kamrup		27181	Deol	
25773	Darrang		27182	Hoshangabad	
25774	Nowgong		27184	Chhindwara	
25775	Sibsagar		27185	Saugor	
25781	Khasi and Jaintia Hills		27183	Jubbulpore	
25792	Cachar		2711	Mandla	
			27172	Changbaker	
252	Bengal		27173	Korea	
26211	Mymensingh		27181	Surguja	
26212	Dacca		27182	Jashpur	
26213	Tippore		27183	Udaipur	
26214	Tripura		27184	Rajgarh	
26215	Chittagong Hill Tracts		27191	Balachat	
26216	Chittagong		27197	Khavilgarh	
26217	Nookhalli		27193	Sarangurh	
26231	Backergunge		27194	Sakti	
26232	Mhu na		27195	Kawardha	
26233	Twenty four Parganas		27196	Makrai	
26234	Howrah		27197	Chhulkhadam	
26236	Midnapore		28	Central India and Rajprasia	
26251	Hoochly		281	Central India	
26252	Dogra		28111	Rewrah	
26253	Burdwan		2811	Mithar	
26254	Birbhum		28112	Panna	
26255	Murshidabad		28114	Ajalgarh	
26256	Alakha		28115	Other Eastern	

C. C. Number	Subject	D. C. Number	C. C. Number	Subject	D. C. Number
28151	Gwalior		28251	Sirohi	
28152	Rhopal		28252	Marwar	
28154	Indore		28253	Jaisalmer	
28158	Other Western States		28261	Bikaner	
282	Rajaputana		28271	Jaipur	
28211	Kotah		28281	Alwar	
28212	Jhalawar		28282	Bharatpur	
28221	Shajapur		28291	Bundi	
28232	Mandawar		28292	Ajmer Merwara	
28241	Banswara		29	Islands	
28242	Dungarpur		291	Andamans	
28243	Newar		292	Laccadive Island	

After the partition of India on 15 August 1947 the areas listed below under 2Q7 Pakistan stand in need of being removed from the divisions of 2 India

The formation of the constituent States on linguistic basis, which is the only national one will take some years. Till then there are bound to be frequent changes. No attempt has therefore been made to revise the schedule for India given in the third edition of the *Colon classification* except for the deletion of districts suggested in the preceding paragraph

	Ceylon	2Q743	Karachi
2Q7	Pakistan	2Q744	Dadu
		Q745	Nwababoh
2Q71	East Pakistan	2Q746	Khairpur
2Q72	East Bengal	2Q747	Larkana
		Q748	Sukkur
2Q721	Chittagang Division	2Q749	Upper Sind Frontier
2Q7211	Chittagang Hill Tracts	2Q75	Baluchistan
2Q7212	Chittagong		
2Q7213	Mozibah	Q751	Kachhi
2Q7214	Tippah	2Q75	Jhalawan
2Q7215	Ryibet	2Q753	Lasbela
2Q722	Dacca Division	2Q754	Makran
2Q723	Mymensingh	2Q755	Khuran
2Q73	Dacca	2Q756	Chagal
2Q7221	Farkapur	2Q757	Nasik
2Q7224	Bakarganj	2Q758	Sarwan
2Q723	Rajshahi Division	2Q759	Quetta
2Q7231	Rangpur	2Q759	Zhob
2Q7232	Danajpur	2Q7593	Loralai
2Q7233	Hogra		
2Q7234	Rajshahi	2Q76	North West Frontier
2Q7235	Pabna		
2Q7236	Nadia	2Q76	Dera Ismail Khan
2Q7237	Jessore	Q762	South West Pakistan
2Q7238	Khalna	2Q763	North West Pakistan
		2Q764	Dawna
2Q73	West Pakistan	Q765	Kohat
		Q766	Peshawar
2Q74	Sind	2Q76	Marsa
2Q741	Phar Phakar	Q767	Swat
2Q742	Hyderabad	2Q769	Mir

C. C. Number	Subject	B. C. Number	C. C. Number	Subject	D. B. Number
23ICP7	Poona		28	Arabic	927
252CB2	Banaras		3	Dravidian	948 11
31CM1	Manchester		31	Tamil	
33CH3	Edinburgh		32	Malayalam	948 12
44C1	Caspian Sea	178	33	Kanarese	948 14
42CT7	Tokyo	521 35	34	Tulu	948 15
465CJ2	Jerusalem	569	35	Telegu	948 15
52IA6	Alps	494	36	Kul	
5RD1	Darube		38	Brahui	
60SR	Bahara	661 1	39	Toda etc.	
6RN3	Nile	62	41	Chinese	951
91IA6	Andes	8	42	Japanese	956
791RA6	Amazon	81	43	Siamese	954.1
			435	Malay	992.21
			435	Burmese	958
			99M87	Raparento	069.2
54 Language Divisions			55 Chronological Divisions		
I	Indo-European		A	Before 1909 B. C.	
	Teutonic		B	1909 to 1900 B. C.	
111	English	2	C	999 to 1 B. C.	
113	German	3	11	1 to 999 A. D.	
12	Latin	7	1	1000 to 1099 A. D.	
122	French	4	P	1100 to 1199 A. D.	
124	Portuguese	63	O	1200 to 1299 A. D.	
13	Greek	8	FI	1300 to 1399 A. D.	
15	Sanskrit	912	I	1400 to 1499 A. D.	
51	Prakrit	913	J	1500 to 1599 A. D.	
11	Pali	9 3 791	K	1600 to 1699 A. D.	
	Maharatri		L	1700 to 1799 A. D.	
16	Ardhamagadhi		M	1800 to 1899 A. D.	
517	Magadhi		N	1900 to 1999 A. D.	etc. etc
1518	Apabhramsa				
525	Sinhalese	911 8			
92	Hindi	9 4 3			
33	Punjabi	414 2			
154	Gujarati	9 4 7			
35	Marathi	9 4 6			
156	Urdu	914 5			
157	Bengali	9 4 4			
158	Nepali				
116	Iranian	915.8			
164	Persian	14 5			
168	Urdu				
2	Semitic	92 8			
25	Hebrew	9 4			

56 Book Number

Book Number is the extra number added after a class number to distinguish different books in the same specific subject

501 DATE NUMBER

Book Number is normally made of the chronological number constructed according to schedule 50 to represent the year of publication of the book. For example, the Book Number of this book is N51 This

is what we do when the book is in the favoured language of the library

562 LANGUAGE NUMBER

If the book is in any other language the *number* of its language is prefixed to its *number*. For example the Hindi edition of this book will have the Book Number 152N51

5621 Dictionaries

In the case of linguistic dictionaries the language part of the Book Number should be the number of the language in which meaning is given

5622 Periodicals

In the case of periodicals Language Number should be omitted

563 ACCESSION PART

If the library has more than one copy of the same book or if it has more than one Book Number in the same year in the same specific subject we add to year-number the digits 1 2 3 etc. in the case of the second, third, fourth etc. books respectively. For example a second copy of this book will have the Book Number N511

564 VOLUME NUMBER

If a book is in two or more volumes the volumes are individualised by adding a point after the year number or the accession part of the Book Number as the case may be and writing thereafter the number of the volume. For example if this book is in two volumes their book numbers will be N511.1 and N511.2 and in the case of the second copy they will be N511.1 and N511.2

565 HOW WRITTEN

The Book Number is written either below the Class Number or to the right of it after leaving some space as if it were a different word. The class number and the book number taken together is called Call Number. For example the call number of this book may be written as 223 N51 or 223
N51

It is written in the latter style at the back of the title page and in the former style in catalogue entries.

57 Examples

Note In the case of periodicals the country and

year of origin are given within brackets, when they are not otherwise obvious the call number is given for the volume mentioned.

C. C. No

m2 M	N30	Calcutta review (1844) v 37 1935	c5
m2 N	N44	Hindustan review (1900) V 77 1944	03
m2 No	N34	Modern review (India 1907) v 55 1934	03
m3 M4	M44	Illustrated London news (1842) v 204 1944.	03
m3 M9	N36	World review (Great Britain 1890) N B. V I. 1936	03
2 N	N50	India and Pakistan year book. (India 1915) 1950.	
902		Indology	
902m2 L	N39	Journal of the Asiatic Society of Bengal (1784) Ser 3 v 5 1939	03
902m2 N38	N45	New Indian antiquary (1938) v 7 1945.	03
Rm2 N	M36	Journal of the Indian Mathe- matical Society (1907) N B v 2. 1935/36	510.5
Rm73 M3	N33	Annals of Mathematics (Unit d States 1831) V.44 1933	510.5
P— J41	N26	Cassell's New English Dictio- nary 1926	423.2
P— J41	33N38	English Tehya dictionary 1938	494.81332
P33 J41	N23	Kannava-English dictionary 223	494.81.51
P33 J41	33N41	Kannava Kannava dictio- nary 941	494.814314814
X62 2 v 1	N31 1—5	Report of the Indian Banking Committee. (1929) 5v 1931	332.105
X70M30	N 5	Harris (F R.) Chronicle or the life of J N Tata. (born 1830) 1925.	923.3
X70M63	N 3	Ford (H) My life and work 1923	926.192
BoD	N 5	Whitman (I A) Mathe- matics for Engineers 1952.	510.00101
T4 214M57	N31	Madras University Calendar 1931	372.518031
T4.214M57	N31	Annemalai University Annual report 1951	372.518035

CHAPTER 6

Library Catalogue

The functions of the Library Catalogue have been discussed in section 116 from the point of view of the Laws of Library Science. We saw that all of them would vote for the type of catalogue which would find for a reader in the shortest possible time that book which he has in his mind however slight might be the information that he might remember about it. Hence it is necessary to enter a book under every one of the relevant details connected with it say its specific subject or thought-content author his collaborators, if any editor translator commentator illustrator its series editor of the series or even the title when it is fanciful and fails to convey the thought-content of the book. It is now becoming customary to make the thought-content the prepotent element in the main entry which gives fullest information about the book. The leading section of that entry is therefore occupied by the Call Number of the book. It is therefore called also Call Number Entry according to the terminology of the *Classified catalogue code*. Here is an example of such a main entry.

Example 1

1.1 2-55 N50

RATNAMATHAN (Shiyall Ratnamath)

Library catalogue Fundamentals and procedure
(Madras Library Association, publication series, 15)

58437

The title-page of the book is as follows—

Library catalogue
Fundamentals and procedure

By

S. R. Ranganathan

M.A., D.Litt., L.T., F.L.A.,

Madras Library Association

London. G. Blunt & Sons

and its half title page is as follows —

Madras Library Association

Publication Series 15

Library catalogue

Fundamentals and procedure

61 Main Entry

As seen in the above example the main entry may have five sections. It will have only four sections in the case of books not belonging to a series. Several sections give information as indicated below

First or leading section Call Number of the book

Second section Name of the author (Personal or corporate) or a substitute for it in the case of anonymous or pseudonymous authorship and in certain other cases.

Third section Title portion which is usually transcription of the title-page omitting parts or unnecessary words and including the names of editors or translators etc.

Fourth section The name of the series and the serial number of the book included within circular brackets.

Fifth section. Accession Number

62 Added Entries

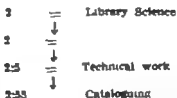
The other entries of the book will be derived from this main entry. The class number will give rise to some entries and these would be shared by other books in the same class. Besides the author the translator the editor or any other person of that category whose

name occurs in the title portion of the main entry will give rise to different entries. The series too will give rise to an entry. The one entity which is not eligible for any entry is the accession number. All the derived entries are called Added Entries. Among these those that are shared by other books are called General Added Entries and those that relate to a particular book are called Specific Added Entries.

621 GENERAL ADDED ENTRIES

6211 Class Index Entry

The entries derived from the class number of a book are called Class Index Entry. Let us take the class number in the example given above and examine the entries that could be derived from it. As a first step, the class number is represented in the form of a Chain of Claves as shown below:



It will be seen that though there are four links in the chain only three of them contain significant terms. With each one of these terms as the leading word or Main Heading and the necessary individualising word if any as Sub-heading the following class index entries are got —

1 2 CATALOGUING LIBRARY SCIENCE

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

2 55

1.3 TECHNICAL WORK. LIBRARY SCIENCE

For books in this Class and its Sub-divisions see the Classified Part of the catalogue under the Class Number

275

1.4 LIBRARY SCIENCE

For books in this class and its sub-divisions see the Classified Part of the catalogue under the Class Number

2

A Class Index Entry helps the reader to the region of the Main Part of the catalogue or of the shelf in which the books in the region of his interest are entered or arranged successively. For further details reference may be made to our *Library catalogue: Fundamentals and procedure* and the *Classified catalogue code*.

Since entries like these are common to other books having the same class number care is to be taken not to write an entry identically similar to what had been already written while cataloguing any other book.

6212 Cross Reference Index Entry

Further it is usual to give entries using the names of the editor or the editors of a series directing reader's attention to the entry with the name of the series as heading. It is also usual to refer from one heading to another which is an alternative name for the entry used as heading. These are called Cross Reference Index Entries.

622 BOOK INDEX ENTRIES

The function of these entries is to direct a reader to the specific book he has in his mind provided he remembers the name of its author collaborator editor or any other person of this category or the name of its series. The book given as an example in the beginning of this chapter will have the following Book Index Entries.

1.5 RAYGAXATHAN (Shiyali Ramani-ta)

Library catalogue: Fundamentals and procedure
2:58 N50

16 MADRAS LIBRARY ASSOCIATION PUBLICATION SERIES.

III Ranganathan Library catalogue.
 Fundamentals and procedure 2 55 N50

Compare the above entries with the Main Entry of this book and note the particulars omitted. The first is called Author Entry and the second, Series Entry

Example 2

Take the following book as another example. A vertical stroke denotes change of line.

Title-page.—Plant Breeding / by / L. H. Bailey / New Edition / Revised by / Arthur W Gilbert / New York The Macmillan Company / 1922. J G 6 N22 35236

Half-title-page—The Rural Science Series / Edited by L.H. Bailey Book of the half title-page gives a list in which this book appears as the 22nd

Main Entry

21 J-G-6 N22

BAILEY (L. H.)

Plant-breeding rev. by Arthur W Gilbert.

New edn

(Rural science series. 22) ed by L.H. Bailey 21)

35236

*Author Entry*22 BAILEY (L. H.)
Plant-breeding

J-G-6 N22

Reviser Entry

- 23 GILBERT (Arthur W) *Rev*
 Plant breeding by Bailey J106 N11

Series Index Entry

- 24 RURAL SCIENCE SERIES
 11 B Hay: Plant breeding J Q:6 N 2

Editor of Series Index Entry

- 25 BAILLY (L H) *Ed*
 See RURAL SCIENCE SERIES

Though Bailey happens to be the author as well as the Editor of the series, note that he is given a separate Cross Reference Index Entry which is different from the Author Index Entry

Class Index Entries

- 26 BREEDING AGRICULTURE
For books in this Class and its Subdivisions see the Classified Part of the Catalogue under the Class Number J Q:6
- 27 BIOLOGY AGRICULTURE
For books in this Class and its Subdivisions see the Classified Part of the Catalogue under the Class Number J Q:7

—2. AGRICULTURE

For books in this Class and its Subdivisions see the Classified Part of the catalogue under the Class Number

3

Here is the transcript of the title-page of another book.

Three Studies / in / English Literature Kipling.
Galsworthy Shakespeare|by Andre Chevrillon from the
French by / Florence Simmonds / London William
Heinemann Ltd.

O- 9358 N23

1878

Note—1 Rudyard Kipling's poetry (Class No. O- 1M64 9) forms a section of the book extending over pp. 1—152.

2 John Galsworthy (Class No O-2M67 9) forms a section of the book extending over pp 153-219

3. "Shakespeare and the English soul" (Class No O- 2J64 9) forms a section of the book extending over pp. 220-263

The catalogue should bring out the above three pieces of information

Main Entry

2.1 O- 9M8 N23

CHEVRILLON (Andre)

Three studies in English literature Kipling, Galsworthy Shakespeare tr by Florence Simmonds.
2278

Back of the Main Card

L 11

3.2. O-1M64 9 Pp. 1-152 LITERATURE

O-13M67 9 Pp. 153-219. ENGLISH LITERATURE

O-2J64:9 Pp 220-263. CRITICISM ENGLISH
LITERATURE

CRITICISM, GALSWORTHY
(John) FICTION

CRITICISM, KIPLING (RUD-
YARD) POETRY

CRITICISM, SHAKESPEARE
WILLIAM DRAMA

POETRY ENGLISH

FICTION ENGLISH

DRAMA ENGLISH

KIPLING (Rudyard) POETRY

GALSWORTHY (John) FICTION

SHAKESPEARE (William)
DRAMA

CHEVILLON (Andre)

EDMONDS (Florence) Tr

The back of the Main Entry gives a brief record of all the Added Entries of the book. This enables us to trace out all of them whenever wanted. They may be wanted for correction or for removal when the book is withdrawn.

Author Index Entry

3-3 CHEVILLON Andre.

Three studies in English literature O-9M8 N73

Translator Entry

3-4 EDMONDS (Florence) Tr

Three studies in English literature by Chevillon

O-9M8 N13

LIBRARY CATALOGUE

63

Cross Reference Entries

- 25 O-1M64:9
See also
 O-921B P3
 Chevrillon. Three studies in English literature.
 Pp 1 138
- 26 O-2M67:9
See also
 O-192B P3
 Chevrillon. Three studies in English literature
 Pp 153 219
- 27 O-2J64:9
See also
 O-292B P3
 Chevrillon. Three studies in English literature
 Pp 220-263

Each of the first 12 items shown in the right side of the back of Main Card (entry 17) will receive a Class Index Entry.

The three sets of examples given in the book illustrate the style of writing some more types of entries. The position and the necessary indication of the different sections in each one of the notes and the position of the Call Number and the Version Number may specially be noted. The rules regarding them are given in an *Appendix at the end of the book*.

63 Card Catalogue

Since (1) notes will have to be interpolated in the catalogue whenever a new book arrives, (2) entries will have to be withdrawn whenever a book is withdrawn and (3) oft locked-up entries may get worn-out earlier and will then have to be replaced, the catalogue is maintained in the form of cards. Normally each card contains only one entry. The standard cards are 3" x 5" x 0.1" and 1" wide because it is advisable to have ruled and

Entries are best written by hand. This is also the only satisfactory method in small libraries. But to prevent the idiosyncrasies of calligraphy it is advised that the cataloguer should adopt an impersonal hand called Library Hand.

This consists merely of detached upright letters as found in *Oxford copy books*. Elaborate and specific rules are given in our *Classified catalogue code* covering these points and describing detailed rules for the choice and rendering of headings of all types. That book also contains the rules for dealing with complex cases multi-volumed books and periodical publications which generally call for different types of entries. But all these rules may not be required in cataloguing a small collection that is usually found in small libraries. In cases of necessity the users of this book are requested to refer to the *Code*. The few rules given below have been found to be sufficient in cataloguing books in small libraries.

64 Select Rules

For convenience we have followed the same number for the rules extracted here as they bear in the *Code*. In some cases the rules have been very slightly modified.

MAIN ENTRY

11 CALL NUMBER

- 11 The Call Number is to be taken from the back of the title page of the book. It would have been assigned by the classifier in accordance with the rules of classification.
- 111 Three spaces are to be left between the Class Number and the Book Number.

12 CHOICE OF HEADING

- 12 The Heading is to consist of one of the following according to the nature of the book.
 - 1 The name of a Personal Author.
 - The names of two Joint Personal Author

- 3 The name of a Corporate Author
- 4 The names of two Joint Corporate Authors
- 5 A pseudonym or two pseudonyms
- 6 The name of a person other than author & c
of a Collaborator other than Joint Author
- 7 The names of two persons other than author
i.e., of two Collaborators other than Joint
Author and
- 8 The First Word of the Title is an article or
an honorific word

1211 Christian and Jewish Names

- 1211 In the case of Christian and Jewish names of
modern times the surname is to be written
first and the forename or forenames are to
be added thereafter

e.g. Einstein (Alfred)

Shakespeare (William)

Shaw (George Bernard)

1212 Hindu Names

- 1212 In the case of modern Hindu names the last
substantive word in the name is to be written
first and all the earlier words and initials are
to be added thereafter except that in the case
of South Indian names if the last substantive
word merely indicates caste or community
and the penultimate word is given in full on the
title page the two substantive words are both
to be written first in their natural order

Name of the author	Mother tongue
1 Tagore (Rabindranath)	Bengal
2 Malaviya (Madan Mohan)	Hindi
3 Rai (Lajpat)	Punjabi
4 Gandhi (Mohand Kanchchand)	Gujarathi

II	Gokhale (Gopal Krishna)	Marathi
III	Radhakrishnan (Sarvapalli)	Telegu
	Sankaran Nair (Chettur)	Malayalam
8	Chettur (G.K.)	Malayalam
9	Krishnamachari (P)	Tamil
10	Srinivasa Sastri (V.S.)	Tamil
11	Ramachandra Dikshitar (V.R.)	Tamil
12	Sivaswamy Ayyar (P.S.)	Tamil
13	Aiyar (A.B.P.)	Tamil
14	Raman (C.V.)	Tamil
15	Rajagopalachari (P)	Tamil
16	Charl (P.V.)	Tamil
17	Mangesa Rao (Savur)	Kannada
18	Savur (R.M.)	Kannada

In examples 8 13 14 16 and 18 caste names or some other non-personal names have to be given the first place as the authors themselves have shown their preference in that way on the title-page and have deliberately reduced the personal words in their names to initials.

122 JOINT AUTHORS

- 121 If the title page contains the names of two and only two Joint Personal Authors both the names are to be used as the Heading with the conjunction and connecting them.

e.g. Srinivasan (G. V.) and
Krishnamachari (C)
Kuppuswami Sastri (S.) and
Chintamani (T. R.)
Harkness (James) and Morley (Frank)

- 122 If there be three or more Joint Personal Authors the name of the first mentioned author alone is to be used as the Heading and the word etc. is to be added thereafter.

1.3 CORPORATE AUTHOR

Publication issued officially either by a Government, or by one of its departments or by other institutions are usually deemed to be of Corporate Authorship. In the case of an official publication even though the name of a person might appear on the title-page the publication should be treated as of Corporate Authorship and the following rules will govern the cataloguing of such publications.

- 123 If Corporate Authorship is indicated by the book, the name of the corporate body is to be used as the Heading.

1231 Government Author

- 1231 If the Corporate Author is a Government and not any particular part of it the heading is to consist of the English name of the geographical area whose affairs are governed or administered by it. If the Corporate Author is a part of a Government the above heading is to be used as the main heading. If the author is not the whole Government but only a part of it such as the Crown or the executive or the legislature or a department the sub-heading is to consist of the name of the part as department and it is written as a separate sentence.

Example/er

- 1 Madras
- 2 Madras Governor
- 3 Madras Legislative Assembly
- 4 Madras Instruction (Department of—)

1232 INSTITUTION AUTHOR

- 1232 If the Corporate Author is an Institution the Heading is to consist of the name of the Institution in the shortest form found on the

title-page half-title or any other part of the book, omitting honorific words and puffs, if any at the end or beginning. If the Corporate Author is a department, division or subdivision of an Institution, its name is to be used as the sub-heading.

Examples

- 1 League of Nations.
- 2 South India Teachers' Union.
- 3 University of Madras.
- 4 Ramarujam Memorial Committee.
- 5 Imperial Bank of India. Public Debt Office.
- 6 Madras Legislative Public Accounts Committee.

1233 Conference Author

- 1233 If the Corporate Author is a Conference, the name of the Conference is to be used as the Heading and it is to be individualised by the name of the place or places where it was held and its year. These two are to be deemed to be separate sentences.

Examples

- Conference of Orientalists. Simla 1911
 Tamil Book Lover's Conference. Madras 1933.
 All India Library Conference 1 Calcutta 1932.
 Congress of the Universities of the Empire
 ? Oxford 1921

Note that in the last two examples the number of the conference is interpolated as a separate sentence between the name of the conference and the name of the place. Such a practice is prescribed in respect of conferences which are periodically held.

135 PSEUDONYM

- 135 If the title page gives only a Pseudonym in the place of the author's name the Pseudonym is to be used as the Heading and it is to be fol

lowed by the descriptive word *Pseud* written at a separate sentence

Examples

Libra. *Pseud.*

Author of Lotus *Pseud*

X.Y.Z. *Pseud.*

- 1-31 If the title page gives the real name of the author also in a subordinated manner it is to be added in circular brackets after the descriptive word *Pseud*. The real name of the author is to be preceded by the symbol i. e.

Examples

Twain (Mark) *Pseud* (i. e. Samuel Langhorne Clemens)

120 COLLABORATOR

- 120 If none of the rules forming sub-divisions of Rule 129 is applicable and if the title-page does not give the name of a Personal Author or the names of Joint Personal Author or indicate Corporate Authorship it give a Pseudonym or Pseudonyms in the place of the name of the author but contains the name of a collaborator that name is to be used as the heading and a descriptive word is to be added ther after indicating the role of the person. The descriptive word so added is to be regarded as a separate sentence

- 1201 The name chosen for the Heading is to be written on the analogy of Rule 121 and its sub-divisions

Examples

- 1 In the case of the book whose title page reads
 "The Oxford Book of English prose/ chosen and
 edited by Sir Arthur Quiller-Couch

the Heading is to be

Quiller-Couch (Arthur) Ed.

Note the omission of the honorific title 'Sir' from the heading.

2 In the case of the book whose title page reads "Selected Russian/ short stories/ chosen and translated by/ A. E. Chamot"

the Heading is to be

Chamot (A. E.) Tr

3 In the case of the book whose title page reads "Nineteenth/ century life/ selected by Kathleen Tracey"

the Heading is to be

Tracey (Kathleen) Comp

127 FIRST WORD OF THE TITLE

Books occur which do not admit of any Heading of the types mentioned above for the main entry. In such cases the first word of the title itself is used as heading. If that is an article the subsequent word only is used for this purpose. Such books are common among the publications in Indian languages.

For example take the book with the following title page:

Property its duties and rights. Historically philosophically/ and religiously regarded/ Essays by various writers. / Macmillan & Co Ltd
London X 3.7 E3 21818

The Main Entry for this will be

X 3.7 E3

PROPERTY First word

Property its duties and rights, historically philosophically and religiously regarded etc. 2791

13 Title-Portion

13 The title portion is to consist of one two or three parts, according to the nature of the information contained on the title-page giving successively in a single paragraph

- 1 The title
- 2 Information regarding commentators, editors, translators, compilers, revisers, epitomizers and if important, illustrators and writers of introduction, preface, appendixes and other subsidiary parts of the book, and
- 3 The edition.

131 The first part of the sentence is to be a transcription transliteration if it is not in Roman Alphabet, of such relevant portion of the title as is essential to convey a correct idea of the contents, scope and orientation of the book and necessary to make the extract read properly

132 Any other word, occurring in the part contributing to the title portion but omitted, are to be represented by three dots if they occur at the beginning or in the middle of the sentence and by the word 'etc.' if they occur in the end

14 Series Note

141 A Series note is to consist successively of

- 1 the name of the series, omitting the initial article or honorific word if any
- 2 a comma
- 3 the words "ed.by" followed successively by the name of the editor or editors of the series and comma, if the series has an editor or editors and
- 4 the serial number

2 CROSS REFERENCE ENTRY

- 2 A Cross Reference Entry is to consist of the following sections in the order given —
- 1 the Class Number of the specific subject from which the book is referred (leading section)
 - 2 the directing words "See also"
 - 3 the Call Number of the book, and
 - 4 the Heading of the book a colon, the short title of the book with the initial letter in capital a full stop and chapters or pages of reference.

See entries 8.5 to 3.7

3 INDEX ENTRY

31 Class Index Entry

- 31 The Class Index Entry is to be given using as heading the term represented by the last digit of each of the significant links of the chain representing the class number of each main entry and cross reference entry

See examples

32 Book Index Entry

- 32 A book Index Entry is to consist of the following sections in the order given —

- 1 the Heading (Leading Section) and
 - 2 the Intermediate Item and the Index number
- In the second section the two parts are to be deemed to be separate sentences.

See entries 1.4 1.3 2.2 to 2.4 3.3 and 3.4

33 HEADING

- 33 A book Index Entry is to be given using as Heading each of such of the following as the Book admits of

- 1 the Heading of the Main Entry provided it is not, as such eligible to be used as the Heading of a Class Index Entry appropriate to the Book
- 2 the name of the Second Author or Collaborator in case the Heading of the above mentioned first kind consists of the names of joint authors, or joint collaborators
- 3 the name of each person mentioned in the second part of the title portion of the Main Entry
- 4 the name of the Series occurring in each independent Series Note of the Main Entry
- 5 the title of the book if it is fanciful i.e. not descriptive of the subject-matter dealt with in the book, provided it is not eligible to be used as the Heading of a Class Index Entry appropriate to the Book or the Heading of the Main Entry is not the First Word of title.

1 CROSS REFERENCE INDEX ENTRY

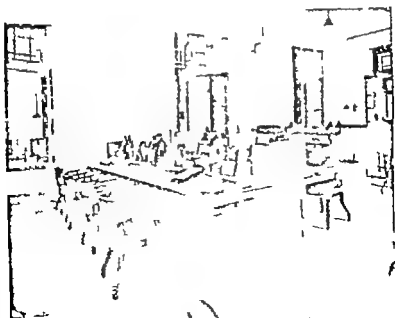
- 4 The Cross Reference Index Entry is to be given
 - 1 to the editor of a series
 - 2 to the real name when a pseudonym is used
 - 3 to an alternative name when there are alternatives for the heading chosen by the cataloguer

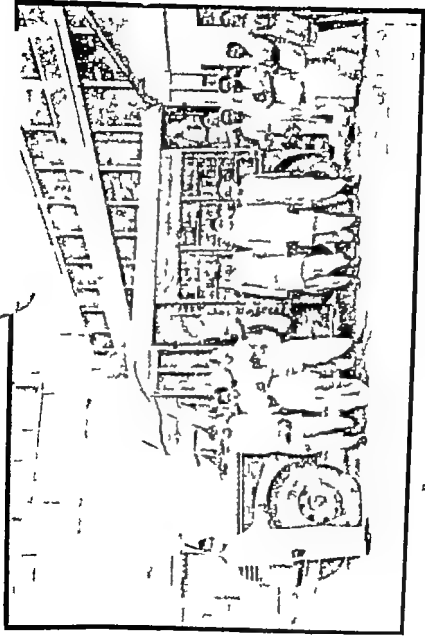
65 Arrangement of Entries

We have seen that each entry is written in a card. The cards are arranged in trays and tied up by rod passing through the holes near the bottom edge. The trays are built up into a cabinet. Small libraries may have a cabinet having three drawers in each column. In this arrangement new cards can be inserted at any point without disturbing or re-writing any of the already existing cards.

The entries given as examples in this book are of two types, viz., those that have numbers at the top and those that have only words. It is evident that these two sets cannot be mixed together. They must be arranged in two different sequences. The first sequence will be arranged according to the ordinal values of their class numbers. Among the entries having the same class number those that have book numbers take precedence and are arranged among themselves according to the ordinal value of their book numbers. Those that have no book numbers in the leading section—the cross reference entries—come next and are arranged according to the ordinal value of the book number in the third line.

But in the alphabetical part the arrangement is by the alphabet. This is usually believed to be as simple as A B C but it is not really so. Scottish words beginning with Mac and its abbreviated forms Mc and M. Irish words beginning with O' words beginning with "Saint" and its abbreviated forms S' St. and Ste. are some of the common factors of disturbance. All books on cataloguing deal with these points. A reference may be made to Chapter 06 of the *Classified catalogue code* for difficulties met with in arranging these alphabetical cards.





By courtesy of Municipal Corporation Ahmedabad.

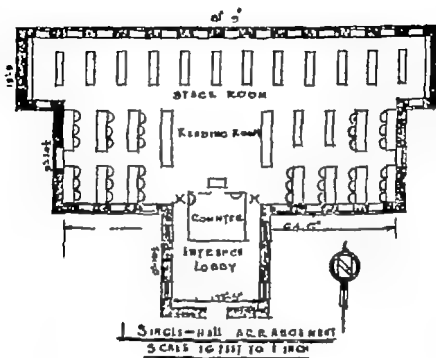
CHAPTER 7

Building and Stores

The main work relating to library building, equipment and stationery and other articles needed for library use will be looked after normally by the parent body of the library. However the library will have some routine connected with them. Before taking up the routine it may be worth while to say a few words about some features which are expected in a small library building.

71 Building

The diagram on the next page shows some of the necessary features to be provided for a library building. The stack room should have the book stack running in parallel lines which are 6' apart from centre to centre. The stacks themselves will consist of unit book racks 18" in width. Thus the gangway between two consecutive rows of book racks will be 4½'. At the end of each gangway formed by book racks there should be a window 4' broad and 6' high so that the gangway is well lighted. There should also be a gangway down the wall which is at least 3' wide. This gangway will protect the book racks from rain and sun. Further as an additional precaution it is always insisted in our country that the lengthwise wall in which these stack room windows occur should run from east to west. The floor should be sound proof. Either the pavement material itself should be sound proof or if it is too costly to get such material in India, conditions today the floor should be covered with some matting. Coir matting may be cheap enough and within the means of many of our small libraries. The other details of the building are easily seen from the diagram.



72 Book Rack

The following is the specification for a unit book rack —

The standard unit rack that I have designed for the Madras University Library has two faces. Each face has two bays so that the unit rack is a four-bayed rack—two bays on each side. While the height may be 7 ft. in adult libraries, it should not exceed 5 ft. in children's libraries.

The detailed dimensions of and specification for an adult library unit are as follows —

- 11 External dimensions 6' 6" x 1' 6" x 7'
- 12 Three uprights each 2" x 1' 6" x 7'
- 13 Seven shelf-planks each 3 x 8½" x 1"

Two of the shelf-planks are to be fixed—one near the top and the other near the bottom. The other five are to be movable ones supported by Tonk's fittings so that they can be adjusted to an inch. It may be an advantage to provide two spare shelves for each unit.

2 The book rack is to have sanitary bottom—i.e. the lowest shelf is to be fixed at a height of 8 ins from the floor to facilitate cleaning the floor beneath the rack and easy vigilance. The topmost shelf is to be fixed 6 in below the top of the uprights.

3 To prevent the books on the shelves in one face getting mixed up with the books on the corresponding shelves in the other face an expanded metal or weld-mesh partition is to separate the two faces. It is to accommodate this frame that the planks are made only $8\frac{1}{2}$ inches broad, thus leaving a gap of 1 inch in the centre of the rack. The partition is to begin only from a height of 6 inches from the lowest fixed shelf and go right up to the lower side of the uppermost fixed shelf. The advantage in beginning it only from a height of 6 inches from the lowermost shelf is that giant folios which are more than a foot broad can be made to lie flat on the bottommost fixed shelves, extending from one face to the other. If the partition is of steel it should be coated with an anti-corrosive paint.

4 The front-edge of each shelf is to have a wedge-shaped groove cut in it to hold shelf-cards. If the groove is carefully cut the shelf-cards can be easily added from end to end as the books are necessarily moved in course of time.

5 The three uprights are bound together by the four pairs of fixed shelves. It would be an advantage to reinforce this by means of two steel tie-rods binding them together—one at a height of $2\frac{1}{2}$ ft. from the bottom and the other at a depth of $\frac{1}{2}$ ft. from the top.

To accommodate these rods it may be necessary to make the partition in three parts, the rods running between the frames of the parts.

6 It may be convenient to fix spring blind-holders to each bay to hold maps. At least two maps can be accommodated in front of each bay. The maps are to be normally in the rolled-up position. Whenever necessary they are to be pulled out for reference and then released.

71 The teakwood used should be well-seasoned and the contractor should make good any crack that it may develop within a year of supply.

72 The length of all the shelf planks should be quite accurate, so that they can be interchanged without any restriction.

8 This unit rack requires about 10 c. ft. of teak wood. It has 84 running ft. of shelf-space. It can accommodate on an average, 750 volumes. When full of books it will weigh about 1 ton.

73 Opening Routine

Before opening the main gate, go round the building and see if there is anything abnormal. Ask the nightwatch about his observations in the night. Check his work. See if the lock of the main gate is intact and untampered with. Then, examine if the doors and the windows are in the proper bolted position. Then ask the peon to open them and report to you anything abnormal that he might notice. Ask him to report also all cases of broken panels, broken bolts, hooks, etc. Then, walk through the different parts of the buildings in accordance with a systematic plan examining if there is any defect anywhere in the electric installation. Examine also if there is evidence of damage done by rats, bats, squirrels and other similar creatures. Examine also if there is any sign of white ants anywhere. If there had been rain on the preceding day examine

If there are signs of leakage anywhere. Examine if the counter wicket gates are in a sound condition and if they work properly. Examine if all the electric switches are in good working condition. As you go round, if any defects are observed, make an accurate note of the same in your diary. Soon after this process is over take the necessary action about each of the defects noticed. If anything serious is noticed send word to the librarian immediately. Fill up the columns relating to opening in the diary of the section. Wind the clocks and the time pieces on the due day and set them right whenever necessary. See if the sweepers and cleaners do their routine.

74 Closing Routine

Examine if there is no person in any room or part of the building before it is closed. Ask a peon to go round and close and fix the bolts of all the doors and windows in a systematic manner. Inspect each of the doors and windows and examine if they have been securely bolted. Examine if any inflammable material is lying about loosely anywhere and if it does, have it removed. Put the bait in the rat traps and distribute the traps in the parts of the library which are known to be frequented by rats. Rats are cunning creatures. It is our experience that we have to change the bait from time to time and also change the places where the traps are placed from time to time. In spite of all the ingenuity that man is capable of the rodents are uncanny enough to thwart all his efforts evade his traps and take its toll from some other part of the library. If the building could be designed rat proof a good deal of this bother will be avoided.

Take the diary of the section with you and turn the fans and lights off individually after satisfying yourself that nobody is left behind in any part of the library. Then turn off the sub-main switches. Then turn off the main switch. Then, ask the peon to lock the main door securely. Pull it and see if it is proper.

ly locked. Ask the night watchman also to satisfy himself that it is properly locked. Then, seal it up. Then, enter the columns relating to closing, in the section's diary. Send the key and the diary to the person who is to have custody of the same during the night.

75 Stores

The issue of the articles is to be regulated and controlled by a combined stock and issue register. In the case of each article the following "constants" are to be fixed from experience and suitably changed at intervals in the light of further experience—

- 1 Maximum to which the stock should be brought up periodically—say once in a year the period being determined for each article.
- 2 The minimum below which the stock should not go i.e. when the stock reaches that figure steps should be taken for replenishment.
- 3 The annual consumption
 - 1 The quantum of issue. It will add to convenience and economy of time if articles are issued only in a definite number of quanta. The quantum for each article is to be determined according to its nature for example catalogue cards are to be issued only in quanta of 100. The indenting section should ask only for 100 cards or multiples of 100 cards. It should not ask for fractions of a quantum. The quantum for writing paper may be 100 sheets and so on.

In the light of these figures and in the light of the frequency of issue each article is to be given a certain number of pages in the stock and issue register so that the pages allotted to all the articles are finished off, more or less at the same time.

Apart from this standardisation of the quantum of issue it is desirable that the issue is controlled and

standardised from the point of view of time also. It is slovenly and annoying to run out of stock of stationery in the middle of work and to run out to the stores at odd hours. The following sample time table will illustrate what should be aimed at—

1. 11 A. M. Saturdays filling up indent form
2. 2 P. M. Saturday supply of stores in accordance with indents.

This implies that the week requirements should be anticipated. Overindenting should be avoided as much as under indenting.

75 STATIONERY ARTICLES

Another important factor in the organisation of work regarding stores relates to the storing of the articles. In the case of forms and registers receptacles of suitable size and shape are necessary. The forms and registers should be arranged strictly in the order of their numbers as shown in section of chapters 3 and 4 which end with digit. The stationery and other articles should be arranged in some convenient order in receptacles of their own which should also be of proper size. The store rooms should be kept scrupulously neat and tidy. If the quantum principle of distribution is adopted and if the articles themselves are packed in quanta, the tidiness in storing arrangement will be easily secured. Further the verification of stock will also be greatly facilitated. Here is a schedule of stationery which may be required in a library.

Straw board	Paper (white) 16 lb.
Packing paper (60 lb.)	27" x 17"
Brown cartridge paper (40 lb.)	Section paper
Bristol boards, 4 sheet thick.	Manifolding paper
Ledger paper 27" x 17" (for printing)	Carbon paper
Paper (white) 1 lb.	Impression paper
27" x 17" (for printing)	Stercil paper
	Black ink.
	Red ink
	Rubber stamp ink

Stamping pad.	Soap.
Stencil (Alphabet and Arabic numerals)	Twine
Ruler	Thread.
Paper weights.	Gum bottle.
Drawing pin.	Sealing wax.
Tape tag.	Sponge.
Pin	Dater.
Gem clip	Calling bell.
Paper clip (steel)	Typewriter
Drying book.	Typewriter ribbon
Blotting paper	Typewriter eraser
Flat file boards.	Typewriter oil.
Hinged file boards.	Benzine oil
Bound file books	Typewriter metal polish.
Pencil (black lead)	Typewriter brush.
Pencil (blue lead)	Long cloth.
Pencil (red lead)	Duplicating machine.
Pencil (phono) required for writing call numbers also	Duplicator ink.
Penholder	Duplicator obliterate.
Nibs	Hones pen
Ink bottle	Stencil plate.
Ink stand.	Candle stand.
Eraser	Electric bulb.
Eraser ink (black)	Lamp black.
Eraser ink (red)	Cycle, with its tools.
Stencil ink.	Rubber solution.
Punch plier	Cycle oil.
Needle	Valve tube.
Inch tape.	Pump connection.
Foot rule	Metal polish.
Knife.	Grease.
Scissors.	Match box.
Paper cutter.	Lantern.
Dhungry cloth	Kerosene oil.
Umbrella.	Polishing wax.
Wheat flour	Sand paper
Copper sulphate	Trunks shelf plates and other similar fittings
Phenyle	Nail puller
	Hammer and other too-

It is desirable that the entire stores of the library should be checked at least once in a year. The best time to check it is just before the next supply is received.

76 Prophylactic

761 FUNGUS

A group of omnivorous fungus known as mildew or moulds is destructive of paper and leather. They are recognised by the white scars they produce. It grows much when humidity is above 10% and most when it reaches 90% and the temperature is between 77° F and 100° F. Ventilation controls moulds to some extent. To provide for aeration books must be loosely arranged on shelves. In winter steel shelves cause local lowering of temperature producing near the books pockets of more humid air.

762 BOOK WORM

Book-worm is the popular name for the larva of beetles. It eats paper and leaves its eggs on the surface of binding or on the edges of books. The eggs hatch within ten days during summer. The larva eats its way into the interior of the book and reaches the surface again when ready for juvenile stage. It has about five life-cycles in a year. Its damage is recognised by the pinholes and tunnels across the leaves of books.

763 SILVER FISH

Silver fish has glistening silvery scales on the body long antennae on the head and filaments at the hind-end. It is less than half an inch in length. It hides away all day and feeds on binding, parchment and paper at night and in darkness.

764 WHITE ANT

White ants are perhaps the most dreadful destroyer in libraries in tropics. They live mostly on cellulose.

lose and paper and board made of it. It is the subterranean species that are most destructive in libraries. As they have a reserve of queen ants it is difficult to eradicate them. Like silver fish white ant also shuns light.

765 PREVENTIVE MEASURES

When the building is erected the earth in the site should be dug up and cleared of nests of queen ants. The soil of the foundation trenches may be soaked with a 20% solution of zinc chloride or copper sulphate. The superstructure should be isolated from foundation by a damp-proof course of concrete slate or asphalt. Stone or burnt brick and lime mortar or cement alone should be used in construction. Floors should not have cracks or joints. Monolithic concrete should be preferred. The settlement joints and the junction of the floor with walls should be grouted with cement or plastic coal tar. This should be repeated whenever cracks develop. Another preventive against white ants is to treat joints and cracks and crevices with solution of 1 part corrosive sublimate and 10 parts methylated spirit. All wood work should be of teak properly treated for which advice may be taken from the Forest Research Institute at Dehra Dun. The stack room may be air-conditioned. But this will not be within the reach of our small libraries. The next best is to provide for adequate ventilation sunlight and dryness. Naphthaline balls lime mercuria leaf and tobacco-leaf have preventive effect. Buckets of coal may keep humidity under control.

766 HANDLING OF BOOKS

Open access is the best prevention against all the above mentioned ills. In regions into which readers go often the books are constantly handled and injurious organisms do not find harbour. In regions which contain books not much in use books must be frequently taken out, cleaned aired and exposed to sunlight. Black colour should be avoided in the

covering materials of the binding. Red colour has proved to attract insects least.

77 Forms and Registers

C2971 Indent slip Stencil Ledger paper White. The column headings are to be as follows —

Article (3 inches) Quantity on hand ($1\frac{1}{2}$ inch) Quantity required ($\frac{1}{2}$ inch) Remarks.

The text above the column headings is to be —

No. and name of the section initial of the head of the section date L's sanction and initials.

C2972 Monthly supplies Indent slip Stencil Ledger paper White

The row headings are to be

Month

Article

Successive names of persons or sections

Total

L's sanction and initials

C2973 Indent consolidating form Stencil Ledger paper White. The column headings are to be as follows —

No. of form = article (1 inch) The numbers of each of the different indenting sections, and lastly total ($\frac{1}{2}$ inch for each of these columns)

C2974 Stock and issue register Printed 10 per cent (11) 11 printing paper Bound book 10 lines

The column headings are to be as follows —

Date (1 inch) From whom received or to whom issued

B2 Glossary of Library Terms

English—Sanskrit

This glossary gives Sanskrit equivalents of Library-terms to facilitate the formation of cognate terms in the several Indian languages and the rendering of this book into those languages

Accession	परिग्रह
—number	—संख्या
Act	विधि
Adaptation	प्रश्रयान्तर
Adaptor	—कार
Added entry	अतिरिक्त संज्ञा
Additional	अतिरिक्त
Administration	संवाहन
Alphabetical order	वर्णक्रम
Alphabetisation	वर्णक्रम
Alternative	प्रश्रयान्तर
—title	—शास्त्र
Arrangement	व्यवस्थापन
Array	पंक्ति
Artificial composite book	कृत्रिम सम्मिश्रित ग्रन्थ
Assistant	सहायक
Author	ग्रन्थकार
Author analytical	—विस्तारक संज्ञा
Author catalogue	—सूची
Auxiliary title	उपाख्य
Bay guide	न्यासद्वारा
Bespoken book	प्रतिभुत ग्रन्थ
Bibliography	वाङ्मयसूचि
Binding	तपुदन
—sequence	—कक्षा
Bipartite	द्विभाषिक
Book card	पुस्तक पत्रक
—index entry	—निर्देशी संज्ञा
—number	—चिह्न
—selection	ग्रन्थपरिचय
—ticket	—विधिपत्र
Borrower	विरोध
Branch library	शाखा ग्रन्थालय
Business library	कार्यमाला ग्रन्थालय
Call number	कामक संज्ञा
Canon	उपन्यास

Canonical order	संप्रदायक्रम
Card	पत्रक
—catalogue	—सूची
Catalogue	सूची
Cataloguer	सूचीकार
Cataloguing	सूचीकरण
Caution money	प्रतिभाम्न्य धन
Chain	परंपरा
—procedure	—रीति
Changed title	परिवृत्तस्य
Characteristic	भेदक
Charged tray	आयोजित पात्रक
Charging	आरोपण
—tray	—पात्रक
Chronological order	कालक्रम
Circulation	लंचारण
City central library	नगर केन्द्र प्रभालय
Class	वर्ग
—index entry	—निर्देशी संकेत
—number	वर्ग संख्या
Classic	विराटन ग्रन्थ
Classification	वर्गीकरण
Classificationist	वर्गाचार्य
Classified catalogue	क्रमवर्गी सूची
—order	—क्रम
Classifier	वर्गकार
Code	क्रम
Co-extensiveness	समव्यापकत्व
Collaborator	सदस्य
College library	महाविद्यालय प्रभालय
Colon	विभिन्दु
—classification	—वर्गीकरण
Colophon	पुष्पिका
Commentator	भाष्यकार
Compilation	संग्रहण
Compiler	संग्रहक
Composite book	संयुक्त ग्रन्थ
Compound name	—नाम
Connecting symbol	योगक चिह्न
Contribution	दानदान
Contributor	दानकर
—index entry	—निर्देशी संकेत

Co-ordinate	समर्पण
Corporate author	समर्पण प्रत्यक्ष
—body	समर्पण
Cross reference	अन्तर्निर्देश
— —entry	—संकेत
— —index entry	नामान्तर निर्देशी संकेत
Date guide	तिथिशिखर
—label	—पत्र
Dater	तिथ्युक्त
Decimal Classification	दशमस्तव वर्गीकरण
Delivery station	समर्पण प्रतिष्ठान
Derived composite term	श्रीमिक समस्तित पद
Dictionary	अनुवर्ण
—catalogue	—सूची
Digit	अङ्क
Director	निर्देशक
Directory	निर्देशिका
Discharging	अवरोपण
—tray	—पात्र
— —number	—कार्य
— —date	रान संख्या
uplicate ticket	द्वैतित्ति
Editing	प्रतिनिधिका
Edition	संपादन
Editor	आहूति
Encyclopaedia	सम्पादक
Entrance	विस्तारक
Entry (catalogue)	प्रवेश
Epitomiser	संक्षेप
Evolutionary order	विकासक्रम
Extract	भागोद्गृह
Exchange list	विनिमय सूची
Exit	निर्गम
Facet	मुख
Facet formula	—परिवर्तन
Fascicule	अवधान
Filiation	आवेक्य
Filiatory	जाति
—order	—क्रम
First vertical	प्रथमोत्प्रेक्ष

CONVERSION TABLE AND GLOSSARY

Five laws of Library

Science

Focus

Formula

Function

Fundamental

—constituent term

Furniture

Gangway guide

Generalia class

Gate register

Geographical facet

—order

Guarantee

Guarantor

Guide

—card

Half title

Heading

Helpful order

Horizontal line

Impression

Imprint

Inclusive notation

Index

—entry

Initonym

Intermediate item

Issue

—(of periodicals)

—counter

Job

—, Immediate

Joint author

—editor

Later title

Leading line

—section

Librarian

Library

—hand

Loan

ग्रन्थालय शास्त्र पंचसूत्री

लक्ष्य

परिचय

धर्म

मीतिक

—धर्मक पत्र

उत्तरकर

अन्तर्गता दशक

सबबर्ग

द्वारपत्रिका

प्रवेश मुद्रा

—क्रम

प्रतिभाषित

प्रतिष्ठा

दशक

—पत्रक

लक्ष्य, आस्था

शीतक

अनुक्रमक्रम

सम रेखा

अद्भुत

मुद्रासंकेत

सम्प्रवेशाद्भुत

निर्देशी

—संकेत

अप्राप्त नाम

द्वितीयानुपदेश

निर्माण

अवधान

निर्माण स्थान

दिनांक

लक्ष्य-दिनांक

सदस्य-वर्ग

सदस्य-वर्ग

परास्था

अप्राप्त

अप्राप्त-पत्रिका

ग्रन्थालय

—लिपि

उद्धार

Long range reference	व्याप्त अनुसंधान सेवा
Main class	मुख्य वर्ग
—entry	—संकेत
Maintenance section	प्रवर्धक गद्य
Member	विसेस्य
Membership card	—चिटिका
Multi faced	बहुमुख
Multifocal	बहुलाक्ष
Multivolumed	बहुसंपुट
National central library	राष्ट्रीय केन्द्र प्रयालय
Notation	अङ्कन
Note	टिप्पण
Number	संख्या
—(of a periodical)	अवधान
Octave principle	अष्टकरीति
Off print	उत्सृष्ट
Open access	आसन्न
—notation	मुद्राङ्कन
Ordering	आदेशन
Ordinal number	क्रम संख्या
Ordinary composite book	साधारण सम्मिश्र ग्रन्थ
Organisation	संघटन
Overdue	अतिरेक
Pamphlet	पुस्तिका
Parallel movement	समाधि
Parody	अनुकर
Part	भाग
Penultimate	उपान्त
Periodical	संवर्धन
Periodical publication	सामयिक
Personal author	व्यक्ति ग्रन्थकार
Personnel	कर्म गण
Phase	संस्थाप
—relation	सम्बन्ध
Phased	संस्थाप
Planning	आयोजन
Principle of Parallel Move- ment	सममतिन्याय
Problem facet	प्रमेयमुष्ण
Procedure	रीति
Pseudonym	वैतयनाम
Public library	सर्वजन ग्रन्थालय

CONVERSION TABLE AND GLOSSARY

Public libraries act	सर्वजन ग्रन्थालय विधि
Rack	ग्रन्थपार
Reader	सेव्य
— Inside	आसेव्य
Reader Outside	विसेव्य
Reader's ticket	—चिटिका
Ready reference service	प्रस्तुत अनुसन्ध सेवा
Recto	पत्रमुख
Reference librarian	अनुसन्धी
—service	अनुसन्ध सेवा
Regional school library	विद्यालय मण्डल ग्रन्थालय
Regulation	नियम
Reprint	उन्मुद्रण
Reprinted	पुनमुद्रित
Research library	गवेषणा ग्रन्थालय
Reserved sequence	निरक्षिप्त कक्षा
Return	प्रत्युत्तर
—counter	—स्थान
—date	—दिनांक
Reviser	संशोधक
Room	शाला
Routine	परिपाटी
Rule	धारा
Rural central library	ग्रामीण क्षेत्र ग्रन्थालय
Scheme	पद्धति
School library	विद्यालय ग्रन्थालय
Second vertical	द्वितीयोत्तरेखा
Sequence	कक्षा
Serial	निरक्षिप्त
—number	मालिका संख्या
Series	माला
—note	—टिप्पणी
Set	संयोजन
Schedule	तालिका
Shelf	पत्रक
—arrangement	प्रणाल्यवस्थान
—guide	चालक दृष्टक
—register	ग्रन्थ पञ्जिका
—section	प्रदर्शक यंत्र
—work	प्रदर्शन कार्य
Short title	संक्षुप्त शीर्षक
Simple book	साधारण ग्रन्थ

Long	Single-volumed	एकसंपुष्क
Main	Sorting	विभिन्नश
—en	—tray	—पात्रक
Main	Special : cross reference	विशेष अन्तर्विषयी संक्षेप
Men	entry	विशिष्ट विषय
Mult	Specific subject	अयन
Mult	Stack	—शाला
Mult	—room	कृत् गरा
Nat	Staff	मनक
Note	Standard	मानिपत्रक
Note	—card	स्थायी निक्षेप
Nur	Standing vendor	राज्य केन्द्र प्रन्थालय
—(of	State central library	गणनसञ्चिका
Octa	Statistics register	उपशीर्षक
Off i	Subheading	विषय विरलेदक संक्षेप
Oper	Subject analytical	प्रविषाद्य विषय
—no	—matter	परंपरित
	Subordinate	पदार्थमुक्त
	Substance facet	क्रमगत
	Successive	पूर्ति
	Supply	प्रतिरूप
	Symbol	प्रधास्ती
	System	पत्रक दर्शक
	Tab	वारिणी
Para	Table (of entries)	ग्रन्थ दर्शक
Para	Tag	निरूपण कार्य
Part	Technical work	अस्थायि कक्षा
Pent	Temporary sequence	विद्यमान
Peric	Theory	हिसिन्धिष्ट
Peric	Three-phased	भूमिशाक
Pers	Tier guide	आस्था
Phas	Title	आस्था पत्र
—rel	Title-page	—पृष्ठ
Phas	—(Back of the)	भेदी
Plan	Train	भाष्यमंतरकार
Prin	Translator	अष्टम प्रन्थालय
mei	Travelling library	पात्रक
Prob	Tray	एकसंक्षिप्त
Proc	Two-phased	एकसंक्षिप्त
Pset	Unifocal	एकसंक्षिप्त
Publ	Unipartite	एकसंक्षिप्त
	University library	विश्वविद्यालय प्रन्थालय

CONVERSION TABLE AND GLOSSARY

Vendor	विक्रेता
Verso	पश्चात्
Vertical file	ऊर्ध्वलम्ब अनुसूची
Volume	संयुक्त
Who's who	मान्यमान
Wicket gate	दरिद्रद्वार
Work	कर्म

INDEX

References are to numbers of parts, chapters and sections.

Reference to a cataloguing rule is given as in this example
Hindu names 64 (1212) means that the rule about Hindu names
be found as Rule 1212 in section 64

d.r.t. = described in relation to

r.t. = in relation to

q.r.t. = quoted in relation to

r.r.t. = referred in relation to

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Abnormal size sequence 4622

Accession card 476

—number 441

—part of Book Number 563

—register 444

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Issue 3312

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—shelf 3332

Bibliographic Classification 144

Bil 443

Bills register 472

Binding 466

—sequence 4663 4625

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—rack 72

—worm 762

—selection card *r.t.*

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